



# Ukie Office Guidelines

July 2025

[ukie.org.uk](https://ukie.org.uk)

## Office layout:



Welcome to the Ukie offices.

Thank you for choosing to host your meeting or event with us.

### 1. Purpose of the space

Ukie offers a convenient and versatile meeting room located in the heart of central London, ideal for hosting business discussions, workshops, or team sessions.

Below is an overview of the spaces available for member use:

- Meeting Rooms - Clyde and Blinky
- Hotdesking area - groups of 2-3, individual, quiet work is advised
- Kitchen – General area for use of Ukie staff and visitors. Complimentary hot drinks and filtered water.

### 2. Entry and exit times

The Ukie office is open **Monday till Thursday, 9:00 - 17:00** and **until 16:30 on Fridays**.

Due to our insurance policy, we cannot allow visitors or members who have booked either of our meeting rooms into the office before it opens or remain after it closes, without a Ukie staff presence. Visitors may see members in our desk-hire area arriving prior to opening times and staying beyond closing. This is permitted as they are covered by their own insurance.

### 3. Kitchen Area

We welcome all visitors to make use of our coffee and water machines. Dairy and oat milk can be found in the fridge.

**We kindly ask all visitors upon leaving the offices to dispose of any rubbish they have in our general and recycling bins and place their used glasses, cutlery and crockery directly into the dishwasher. This ensures the sink remains clear for cleaning purposes.**

Please note that the tables and chairs around kitchen are not a workspace and are offered as a place to eat.

### 4. Hotdesking area

Hotdesking space is not bookable on the website and instead requires advance email notice to [hello@ukie.org.uk](mailto:hello@ukie.org.uk) due to limited space available/in case the office is closed or if there is an event scheduled.

### 5. Desk Hire Area

This area is exclusively for members who have entered into a rental agreement with Ukie to hire the desks on a full-time basis and are not available for general use or hot desking purposes. If your company is interested in hiring office desk space, please contact [Julia@ukie.org.uk](mailto:Julia@ukie.org.uk) or [click here](#) for more information.

### 6. Games Area

This area is for the use of UKIE Staff and desk-hire members.

### 7. Private calls

We strongly recommend that all users of the meeting rooms utilise the space booked to make and receive calls. If one is needed to be taken outside of the room, we recommend utilising the hot desking area if space is available.

If you are in need of a more private setting, please speak the UKIE receptionist who can see if another meeting room or area in the office is available for the predicted length of your call. However, please note that we cannot guarantee a private area outside of your room booking.

### 8. Staff

Please direct all concerns and queries to the UKIE receptionist on duty who will do their best to help you. If they are unable to, please be considerate of the Ukie team and other visitors.

Please contact [Hello@ukie.org.uk](mailto:Hello@ukie.org.uk) if you have any questions regarding the office guidelines.