

Dear [Member Name],

Welcome to [Coworking Space Name]! We are excited to have you join our community. To ensure a safe and productive environment for everyone, please review the following security and access details.

1. Building Access

Your access method is: [Keycard / Mobile App / Pin Code].
Access hours for your membership level are: [Hours of Operation].

2. Security Procedures

- **No Tailgating:** Please do not allow individuals to follow you into the building without scanning their own credentials.
- **Guests:** All guests must be registered at the front desk or via the member portal. You are responsible for your guests at all times.
- **Locking Up:** If you are the last person to leave, please ensure [specific doors/windows] are securely closed.

3. Personal Belongings

While we monitor the space via CCTV, [Coworking Space Name] is not responsible for lost or stolen items. We recommend using the provided lockers for any valuables.

4. Emergency Contacts

In case of an emergency, please use the following contacts:

- **On-site Manager:** [Phone Number]
- **Building Security:** [Phone Number]
- **Emergency Services:** 911

Please acknowledge that you have read and understood these security protocols by replying to this email or signing the attached document.

Happy working!

Best regards,

[Your Name/Community Manager]
[Coworking Space Name]
[Contact Information]