

# User Guide

## (Regular Members)

### **Hours of Operation**

Weekdays 7:00 ~21:00

### **Reception Desk Services**

Apply at the Reception Desk to reserve a boardroom or to use a shower room or locker. The Reception Desk can also assist you with catering and use of other facilities within the Tekko Building.

### **Open Room**

The Open Room is free to use at your leisure.

### **Boardrooms**

Boardrooms for occupancy by 6 to 10 people can be reserved in advance or on the day of use. Use of a boardroom is limited to 3 hours per meeting.

### **Workbooths**

No reservation is required to use any of the 5 workbooths. Use of a workbooth is limited to a maximum of 3 hours per session.

### **Gym**

Exercise equipment including floor mats and dumbbells are available at the Gym. Please do not engage in activities that are hazardous or exceed your physical abilities, and do not offer physical training to other users.

### **Showers**

There are 2 showers each for men and women.

### **Relaxation booths**

Two types of massage chairs are available. Use of a chair is limited to a maximum of 30 minutes per session.

### **Symphony**

A reservation is recommended should you wish to use the Symphony suite