**CHECK- IN**

Hello fellow traveller,

Welcome to the Kee-hive, a community for travellers, creators, thinkers and procrastinators.

Here everyone is welcome and to make the space open to all, we make sure to follow some guidelines.

Look at these as things you would do at your own house:

1. All visitors are required to contribute at least half an hour of labour to household chores. You can refer to the [list of chores](https://docs.google.com/document/d/1STdWcVUgrDu1nHdF7U36cNZK1YQKYoO7ZxDdUF_LA-U/edit?usp=sharing) to decide where you would like to contribute.
2. It is also mandatory that visitors attend the weekly meetings; the timing and day will be written in the kitchen board.
3. If you spill something, clean up. Break something, replace it. Finished raw materials in the kitchen, write it on the list on the fridge or buy it.
4. Do not leave open food packets and uncovered cooked food in the kitchen or any other common space (The whole house is a common space btw).
5. We have a semi-automatic washing machine. You can also use the buckets in the bathroom to wash clothes but be mindful of not leaving it in for long hours.
6. Ensure your toiletries are not left in the common bathrooms and toilets. If there are empty sachets, bottles, soap covers etc please throw them in the dustbin.
7. The cupboards have Bedsheets, blankets, pillow covers, clothes that you can borrow, books, toiletries, stationery.
8. Help manage the waste that goes out of Kee-hive. Reduce the amount of single use products you bring or leave at the space. There is a detailed guideline for waste management, please try to follow it as much as possible.
9. We have a strict no-smoking policy inside the house. Whether pre-rolled or rolling or herbal or any other kind.
10. The space is for co-creation too, if you feel like something can be improved feel free to share at the weekly meeting or whenever you feel like!

**Contribution: It is not mandatory to give monetary contribution when you stay at Kee-hive. We are trying to build an inclusive, safe space for humans irrespective of socio-economic background.**

**The house has maintenance and kitchen expenses that are managed by the long-term residents and contributions from short-term residents. If you feel called to, consider contributing toward any expense that you feel connected to. You can pay in cash or online payment to a resident.**

**Or you can help by buying things in bulk that might be of long-term use to the residents.**

KITCHEN

PLEASE

* Take part in cooking as a community. The cook should not be cleaning up after.
* Wash your dishes yourself and keep dish scrubbers to dry after use.
* Do not leave food uncovered and place items only in their labelled spaces.
* Buy only as much raw materials as required.
* Keep leftover food in the fridge.
* Ensure all bottles, jars of raw materials are always closed properly.
* Any food that is placed in the kitchen unless explicitly stated/ specified is considered common food.
* Put food waste in the designated dustbin, to avoid smaller keedays partying at night.

BATHROOM

PLEASE

* Avoid bathing before 10AM (too many working people)
* Switch off the geyser when not in use.
* Close taps tightly after use.
* Do not leave empty toiletry packets, bottles etc inside.
* Do not leave laundry in the buckets for long hours.
* Make sure to wipe the floor dry after using the bathroom.
* Soap, hand wash, toothpaste, and detergent are available in the kitchen storage area.
* Remember to flush after use. Always.
* Aim into the toilet and if you are not good with that, clean up the seat after.
* Do not throw sanitary pads, toilet papers, etc inside the toilet.

**CHECK- OUT**

Hey Wanderer,

We have been glad to have you with us. Every traveller who has passed through this home has moved away with memories.

We would like to remember you and have you back. But before you go please see if you have done the following so the manager and cleaning staff has an easy day ahead:

1. Have you folded the sheets/ blankets? Removed the bed sheet and pillow cover you used and put them in the laundry bin or washed them?

2. Are the empty food packets, toiletries, and other packaging waste in their designated dustbins?

3. Did you buy too many clothes and want to leave some old ones here? Wash, dry, fold them and keep them in the borrowing section of the cupboard.

4. Did you check under the beds, kitchen, and bathroom for any of your personal belongings?

Thank you for living with us and the memories. Each person who has passed through and stayed back at Kee-hive has contributed with ideas, love and loads of conversations.

Bring in more friendly keedays next time!!