



Hi writers, thanks for using Room 9!

We're really pleased you're using our space to write in. If you have any comments or feedback about the Room, please let us know by email hello@spreadtheword.org.uk or DM'ing us on Twitter @stwevents or speaking to one of the Spread the Word team.

We'd love you to take note of these bits and pieces whilst you're using the room:



The Spread the Word team have the key for the room. If the room is about to be empty, please can someone let us know (we are in room 6 a bit down the corridor) so we can lock it



Toilets are by reception



WiFi is Spread the Word – Staff network and the password is STW1828WiFi. We have extension leads for you to use.



You are welcome to help yourself to tea / coffee, use the microwave and fridge. There is dairy milk in the fridge. You can get more water in the Albany staff kitchen (leave Room 9, turn left, walk round the corner – the kitchen is the second door on the right)



Please clear up after yourself before you leave; leave the room as you found it and wash up in the Albany kitchen and bin any rubbish in the correct bin – any food waste needs to go into the food bin in the Albany café.

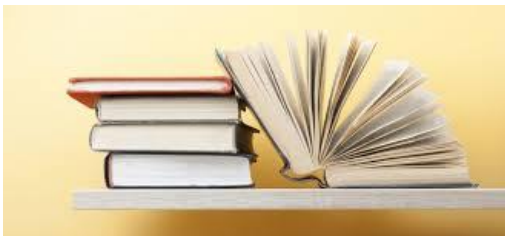


The Spread the Word team will be coming in throughout the day to make tea and coffee

asking for respect
is not asking for too much.



Please respect each other whilst in the space, and be sensitive to the fact that everyone is trying to write in a safe and happy space



You are welcome to browse the books in the room but please do not take them out of the room, so that other writers can continue to enjoy and use them



Please only listen to music using headphones, and keep the volume to a minimum so it doesn't disturb people.

Your cooperation means a lot to us. If anyone is found to breach any of these terms, we'll ask you not to come back (we hope that seems fair).

Thanks for using Room 9 to create in!
Ruth, Bobby, Aliya, Eva and Laura 😊
The Spread the Word team