MASSHIRE DOWNTOWN BOSTON MEMBERSHIP AGREEMENT

Welcome! As a Member of the MassHire Downtown Boston Career Center, you agree to follow the guidelines below to help create a respectful, safe, and productive environment for everyone.

1 GENERAL EXPECTATIONS

- Follow all directions given by staff members, including full compliance during emergency situations.
- MassHire Downtown Boston Career Center reserves the right to request the departure of individuals who are sick, violate this agreement, or for any reason necessary to ensure the safety and security of others.

2 COMPUTER & EQUIPMENT USE



- Computers are for job search-related and educational activities only.
- Limit your computer use to 2 hours per day.
- Log in using “Guest” – no password is required.
- When finished, please log out and erase your browser history to protect your personal information.
- Select "Never" when prompted to save your passwords, address, or other information on these computers. This will ensure your information is not available to future computer users.
- Leave your station clean for the next user.

3 PRINTING POLICY



- Printing is limited to 20 pages per person per day.
- Double-check your documents before printing to reduce waste.

4 FOOD & DRINK POLICY



- No food or drinks near computers or equipment.
- Snacks and drinks may be consumed at the white tables in the hallway near the elevators.

5 NOISE & CELL PHONE USE



- Keep noise to a minimum and be mindful of others.
- Set phones to silent or vibrate.
- Use the phone booth or hallway for phone calls.
- Use headphones when attending Zoom meetings and webinars to maintain a quiet environment. Our staff can provide you with headphones if needed.

6 CHILDCARE

- Please arrange childcare in advance. Children are not permitted in the Resource Center.

7 LET US KNOW WHEN YOU GET A JOB!



- Share your success! Complete the “I GOT A JOB” form.
- bit.ly/IGotAJobMHDB

8 CLOSURES & UPDATES

- For weather-related closings and holiday schedules, visit:
- https://masshiredowntownboston.org

CAREER RESOURCE CENTER HOURS

- Open Monday–Friday, 9:00 AM – 4:00 PM
- Closes on Fridays at 1:00 PM in July & August