Welcome to our community!
This PLAYBOOK serves as an introduction to expectations and obligations between coworkers and the management of WORK_SPACE. All members are to acknowledge agreement to these terms and conditions by signing their member agreement.

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ABOUT WORK_SPACE

WHO WE ARE

WORK_SPACE is a hospitable, flexible, and affordable coworking & meeting space where small business leaders and entrepreneurs meet, work, learn, create, and connect in a welcoming and stimulating environment that fosters positivity, productivity, and possibility.

WHAT WE DO

WORK_SPACE is unique, both as the premier collaborative coworking community east of the Connecticut River, and as a municipally owned space committed to:

- Provide a stimulating and supportive meeting and work space at an affordable cost;
- Enhance members’ well-being and providing opportunities to increase their economic, social, and cultural capital;
- Help new entrepreneurs clarify their vision in a way that leads to a viable business; and
- Contribute to Manchester’s local economy by serving as a pipeline for sustainable businesses and attracting additional Downtown visitors and activity.

HOW WE OPERATE

Unlike renting traditional office space, WORK_SPACE is 2.5-floors of meeting and coworking space housing a supportive membership of diverse professionals sharing common space and mutual respect. As a membership community, our coworkers are more than a passive presence, they are engaged participants who contribute to the tone and atmosphere. We believe that sharing ideas and supporting others within a diverse network leads to increased knowledge, inspiration, and success. We value integrity, respect, collaboration, and positive intentions, and appreciate that our members do too. We encourage all members to be sensitive to the impact they have on others and to help each other honor our shared values and the expectations described in this playbook.

VALUES & CHARACTERISTICS

- **Welcoming** - we create a hospitable environment where people feel comfortable, appreciated, and inspired to engage.
- **Openness** - we are open and accommodating to different individuals, perspectives, and personalities.
- **Respect** - esteem for each other is presumed and reciprocal; curiosity precedes judgment; benefit-of-the-doubt before blame.
- **Kindness** - golden rule - treat others as we wish to be treated; platinum rule – treat others as they wish to be treated.
- **Social** - personal relationships build professional success, the interaction of the membership defines our community.
- **Professional** - above all, this is a space to develop as a professional and grow a successful and sustainable business.
- **Awareness** - we are mindful and responsive to the impact we have on the space and people around us.
- **Community** - we collaborate to support and enhance individual goals in a way that serves the common good.
- **Energy** - the sum is greater than the parts, together we optimize our productivity, foster vitality, and inspire innovation.
MEMBERSHIP BENEFITS

WORK_SPACE offers flexible membership options suited to a variety of business sizes, budgets, and expectations for growth (see last page for meeting and membership rate sheet). From shared work spaces, dedicated desks, and private offices, all plans include:

- A shared reception/waiting area for guests
- Access to conference/meeting space
- Communal kitchen with complimentary tea & coffee
- Free utilities: *air/heat, electricity, trash and cleaning services, Wi-Fi
- Allotment of print/fax/copy/scanning services
- All-day free parking in the RED LOT which is at the corner of Oak and Cottage Streets
- An attentive staff to provide onsite support
- Access to professional development resources (see Partners at WORK_SPACE)
- Opportunities to build personal and professional relationships (in-house, online, and throughout Manchester)

* As a historic building our air and heat systems can be variable. We do our best to keep things comfortable through all seasons, however being prepared with layered clothing is a good idea.

Additional Benefit for Full-Time, Dedicated Desk, and Private Office Members:

- Complimentary membership to the Community Y Fitness Center. Membership renewal is required the 1st of September every year and valid through August 31st of each year.
- 10% discount for certain Professional Development courses offered by Manchester Community College’s Department of Credit-Free Programs and the Town of Manchester’s Department of Continuing Education.

HOSTED HOURS

- The doors of WORK_SPACE are open and the space is staffed/hosted Mon. – Fri. from 10:00 AM to 4:00 PM except for Federal Holidays and unexpected emergencies. Full-time members have 24/7 access including holidays except Thanksgiving when the building is closed to members.
- Advance arrangements can be made for extended hosted hours for special events and programs.
- When private bookings are made that require exclusive use to the Gallery and/or other 1st floor meeting spaces, the front doors of WORK_SPACE might be closed during regular business hours. Members with key fobs will still have access to the back doors and the 901 entrance on Main Street which is where visitors will need to enter as well.

INTERNET

- Members have free access to the WORK_SPACE wireless network.
  - NETWORK: Work_Space_Member (see staff for password)
- Those in private offices or sitting near an Ethernet port in the common area in conference rooms are advised to hardwire their computers with CAT 5 cables.
- The internet speed is 500 Mbps and provided by the State of Connecticut. This service is shared by all departments/employees of the town including WORK_SPACE.
- The network is protected by a firewall as well as a variety of other tools to monitor the network and identify possible threats.
- We do not offer data encryption services; businesses that would like that additional level of security are responsible for encrypting their data.

• Posting or downloading illegal or inappropriate data is not allowed.

PRINTING / COPYING / FAXING / SCANNING - provided to members

• Each member/business will receive instructions to download printer drivers and create a 4-8 digit code to be connected to the machine on the 2nd floor.
• There is a limit of 100 free B&W sheets (copies/prints/faxes) per month for each 24/7 WORK_SPACE member in the commons or at a dedicated desk, and 200 free B&W sheets per office. These numbers do not roll-over to the next month if not used.
• Additional B&W copies/printouts are $.10 per sheet.
• Color prints/copies are available for $.30 per sheet (set device defaults to B&W to avoid unintentional charges)
• When overages or color copy charges occur, members will receive an invoice and must submit payment within 15 days.
• The machine is intended for routine printing and copying of documents for the immediate needs of member businesses. Please do not exceed 500 sheets per month as our printer and paper supply will be strained. If you have a need for a major production run of a large collection of documents or presentation graphics, please use a commercial copy or printing business.
• Coworkers have the option to secure their print jobs, so that they will only be released when you go to the machine, select your job to print, and enter your code.
• The machine also has a USB port for those who want to avoid emailing scanned documents over the network. This helps with businesses required to follow HIPA regulations.

MAIL

• Full-time (24/7) coworkers and office members can receive mail at WORK_SPACE. Mailboxes are labeled and located in the coworking kitchen.
• Daytime and student coworking members can pay $12 a month to have WORK_SPACE serve as their business mailing address.

LOCKERS

• Private lockers are available for monthly usage at an additional fee of $12 a mo.

PARKING (Members are encouraged to share this information with their visitors.)

• Free all-day parking is available in the RED LOT, at the corners of Oak and Cottage Streets, within a block of the rear entrance. Map and regulations are available from WORK_SPACE staff.
• The small parking lot immediately behind the building belongs to Key Bank and those eight spots are designated parking for their customers only.
• The ORANGE LOT is right beyond the Key Bank parking between Oak and Purnell Streets; it has a 3-hr parking limit unless you have a permit.
• Members have the option of purchasing a $20 monthly pass which affords them the ability to park in the ORANGE LOT all day (except between 2AM-6AM, if permit holders want to leave a car overnight, it can be left by the fence at the far end of the parking lot.)
• In the ORANGE LOT, please park in the spaces outlined in yellow as the first two-rows of white spaces are reserved for businesses that have clients and patients coming in-an-out for short appointments.
• Private office memberships receive one complimentary parking pass.
• WORK_SPACE arranges complimentary day permits for users of our meeting spaces who are here for more than 3 hours.
- Parking passes do not permit parking in any restricted or handicap space nor is it good on Main Street or the side streets which have a 2-hr limit from 7am-5pm.
- Map and regulations are available from WORK_SPACE staff.

SOCIAL MEDIA / RECIPROCAL PROMOTIONS

- The more successful Work-Space is the more resources and connections it can offer its members. To collectively build our brand, we ask that wherever you post your address that members include “at WORK_SPACE” and when possible, a link to our website and/or social media pages.
- In return, we will do our best to promote the work you do with a featured page on our website, opportunities for local media, and verbal pitches at networking events.
- Members are asked to email a digital photo (jpg or png) and short bio/business description (in Word) to info@workspacemanchester.com.
- Photos and video are often taken within WORK_SPACE and shared online and in marketing material. Members who work and attend programs at 901/903 Main Street grant permission to management to share their image. Any person not wanting to be included in such photo/video distributions must notify management in writing.

COWORKING CULTURE / HOUSE RULES

NEIGHBORLINESS

Our hope is that you will naturally make friends, meet people, collaborate, and bring positive energy and ideas to WORK_SPACE...this is what creates our innovative and exciting environment. Please recognize and be respectful of WORK SPACE as a shared work space (see Values & Characteristics on pg. 1). WORK_SPACE reserves the right to address issues and terminate the membership of any individual or organization who is deemed to be compromising the well-being of other members or the common good of the space as a whole.

- Be kind and show respect to both members and visitors. WORK SPACE’s success depends on the productive and positive environment we foster.
- Try to give more to the quality of the space than you take from it.
- Let us know when something needs fixing or improving!
- If you are the last one out, please close up shop and turn off the lights.
- Clean up after yourself—clean your dishes, wipe down surfaces, erase white boards, put chairs back and do your part to keep the space tidy.
- Different people are sensitive to different smells; please limit the amount of perfume, cologne, air fresheners used, and types of food heated in the microwave, etc.

COMMON SPACES

- All members have access to the common spaces here at WORK_SPACE.
- In the event, an event is scheduled in a common space; members will be notified at least 24 hours prior.
- Treat WORK_SPACE like your WORK_SPACE and respect the furniture, equipment and amenities so that all members can enjoy them.
- No outside furniture or equipment should be brought in to the common space unless special arrangements have been made with management.
NOISE

A shared environment will rarely be completely quiet, but all members are expected to be respectful of the needs of others. Noise should be kept at a reasonable level and members should be conscious of those around them and their need to focus on their work. Members agree to adhere to the Noise Policy below:

- The Commons is not a library however; it is also not a coffee house nor a meeting room. Members should feel comfortable having conversations as long as they are not disturbing members around them. Members are encouraged to work with others – that’s what collaboration is all about! However, longer and louder conversations should be moved to a conference room (with reservation), the phone booth (for loud or extended phone conversations – limit of 30-min or less) or to the 1st floor Main Gallery (if unoccupied – and for 15-min or less) when available.

- Obviously, telephone usage is a big part of conducting business; however phone calls should be taken in the phone booth, a booked conference room or a private office, not in the commons at the shared work tables or dedicated desk where constant conversation can be disruptive and distracting.

- Even though you may have a closed-door office or meeting room, it doesn’t mean that we can’t hear you. Everyone needs to be conscious of their noise levels throughout WORK_SPACE.

- Speakers are not meant for the commons. Please take calls on speaker phone to our phone booth or to a reserved conference room.

- As a courtesy to other co-workers, cell phone ringer volumes should be turned down or set to vibrate.

- Headphones work well when listening to your own music, participating in webinars or conference calls, or just want to avoid hearing others. Putting headphones on in an open space is like closing the door to a private office or putting up a do not disturb sign. When wearing headphones, it is understood that you do not want to be disturbed and we ask members to respect that practice.

- If staff is alerted to a breach of this policy by a member, that member will be notified. If the issue persists, a discussion will take place about whether a coworking space is a suitable environment for the business transactions taking place.

| If you empty it, fill it | If you dirty it, clean it | If you open it, close it | If you spill it, wipe it |

KITCHEN

The shared kitchen is available throughout the day to members. Please respect each other and the space by cleaning up after yourself and pitching in to keep it neat so all members feel comfortable and want to use it.

- Keep the kitchen clean (of old foods, smells and coffee spills!) and label any food/drinks that you want to keep in the shared fridge. Anything not labeled will be considered public domain.

- The fridge gets emptied every Friday at 3:50 PM. If you were saving that slice of pizza for Saturday morning when you get in... sorry but it won’t be there if you didn’t label it!

- Don’t leave dirty dishes or food in the sink.

- Cover food before you heat it in the microwave, clean up any splatters left behind.

- The kitchen is a common space and should remain free of meetings lasting more than 10 minutes and/or with more than 3 people.
A Clean WORK_SPACE is a Happy WORK_SPACE. Don’t Be Messy . . . Be Happy!

CLEANING
(Keeping a clean environment is so important to a productive work space that we’ve included it more than once.)

- Members are responsible for cleaning up after themselves and their guests. This includes but is not limited to putting conference rooms back in order, erasing any writing from white boards, returning all supplies, pushing chairs under tables, ensuring the table tops and counters are clean, washing dishes after use and placing in the cabinet after done drying, and notifying staff of any issues or concerns.

- Since the refrigerator is a shared space it is expected that members will not leave food in the refrigerator at the week’s end. Anything that has a disturbing odor, is leaking, or is left after 3:50p on Fridays will be disposed of by the staff.

- A cleaning company will provide basic cleaning services in the common areas and in each of the private offices, specifically emptying the trash and recycling bins, vacuuming, and mopping the bathroom and kitchen floors.

- A vacuum and other basic cleaning supplies are available for use by members upon request.

CONFERENCE ROOMS / MEETING SPACES

- Different membership levels come with varying amounts of complimentary reservation hours in the upstairs conference rooms and discounts on other meeting spaces and extended hours. (Please see membership chart on last page and/or your Member Agreement.)

- Don’t overbook or overstay in conference rooms. We want to allow all our members access to the meeting spaces. If your meeting is running long, please alert management so a) we don’t disrupt you to let you know you’re reservation has ended or b) we can make arrangements if another booking is going to conflict.

- Remember to cancel reservations in advance if you no longer need the meeting space. Failure to cancel will result in the room reservation counting towards your monthly usage.

- Please email info@workspacemanchester.com with the following information:
  o Date & Time Range
  o Number of attendees
  o Preferred Room (full-time members get complimentary hours in 2\textsuperscript{nd} floor meeting spaces, CR\# 2 - across the commons from the kitchen with the windows & CR \#3 next to the kitchen.

- To maintain a status of fair usage for our members and quantify the flow of guests utilizing the space, bookings and fob entry are tracked. Members will be billed for their usage beyond the complimentary allotted for their membership status.

- WORK_SPACE reserves the right to reassign meeting rooms based on the space and needs of the users.

- WORK_SPACE reserves the right to limit meeting space usage if it is impeding with the ability of all members having equal access.

- No conference room squatting. If it’s not booked by you, you shouldn’t be in there!

- If a TV in a conference room isn’t working please confirm everything is plugged in, then consult a WORK_SPACE staff member for support. Same goes for the printer.

- WORK_SPACE is not responsible for items left unattended in the meeting, conference or seminar rooms, or common spaces.

SECURITY & PROPER USE OF SPACE

- Each member is responsible for ensuring the security of their individual work space and equipment.
• Members are expected to protect the shared security of the common spaces and are responsible for the behavior and impact of their guests.

• We encourage visitors to tour the space during our public hours (M-F, 10 AM – 4 PM) by coming in the main entrance in the Gallery and being escorted by a staff member.

• People visiting members outside of WORK_SPACE’S public hours (M-F, 10a-4p), will need to contact the member of their arrival so they can be let in. It is each member’s responsibility to greet their guests and accompany them during their visit at WORK_SPACE.

• Under no circumstances is any door to be propped open or should members grant access to people they do not know.

• WORK_SPACE is available for members to conduct business with colleagues. However, conducting nonprofessional or unprofessional activities is prohibited, as is granting access to non-members for them to utilize the space for personal or professional use that is not directly related to your business and/or takes place without your direct involvement. Misusing WORK_SPACE is cause for termination of membership.

KEYS / KEY FOBS / SECURITY

• For security purposes, each fob is assigned to a specific coworker for their individual use only, and provided only after a member agreement is signed.

• A $25 deposit will be collected prior to each new coworker getting a key fob to the building. This fee is fully refundable when a member returns it within 5 business days of terminating their membership; otherwise it will be considered a non-refundable administrative fee.

• The replacement fee for a lost key or key fob is $25 each.

• If all of the original keys for a private office are not returned or there is fear of a key that was misplaced could put the security of WORK_SPACE or a private office at risk, a $150 fee will be charged for a replacement lock.

• Please do not put the WORK_SPACE address on your key or key chain in case it should get misplaced.

• Staff have a master key and will enter office if there is a maintenance issue or to leave the member something not intended to be left in a common area.

TEMPERATURE

• Air conditioning and heat are part of the general office overhead provided as part of your membership.

• We maintain the temperature at a level that will suit most users and avoid under-or-over heating and cooling as it is a waste of valuable energy. Please do not change the thermostats.

• That being said, it is an old building and the distribution of air and heat is not always consistent and keeping a sweater on hand is a good idea. :-:

• Using a small personal fan in the common space is allowed. Space heaters are prohibited even in private offices unless there is a preapproved exception.

ALCOHOL AND SUBSTANCE POLICY

• On occasion, WORK_SPACE will organize gatherings that include the opportunity to relax with a nice drink, but outside of those special events we must err on the side of discretion and not allow alcohol in the common spaces.

• We are a 24/7 work space with coworkers conducting business during non-traditional hours. Your quitting time might not match up with someone else’s schedule. Thus, we request you respect WORK_SPACE as a professional environment at all times.

• In addition, we might have underage visitors, student coworkers, and/or interns on the premises and it is not appropriate to have alcohol on display in the shared work space. No underage drinking is allowed.

• We do not tolerate intoxication in the space at any time, nor do we tolerate the use of or evidence of the use of illegal substances or engagement in illegal activities.
BUT WAIT....THERE’S MORE....

- **Candles** - Candles or any type of open flame are not permitted.

- **Children** - Although we are extremely fond of children, it is not suitable to have them in a shared working environment for any extended period of time, especially in common areas. If they do come for a brief visit, they need to be supervised 100% of the time and not distract members or guests.

- **Pets** - Other than official certified service animals, pets are not allowed at WORK_SPACE.

- **Bikes** - Biking to WORK_SPACE is encouraged and bike racks are available on the sidewalk in front of the building on Main St. Bikes are not permitted in the common areas.

- **Reduce** - Refrain from printing material that could remain in digital form; turn off lights or appliances that aren’t being used, even if you didn’t turn them on.

- **Recycle** - Please utilize the recycling bins in most rooms next to the garbage bins.

EMERGENCY

- If there is a life threatening emergency, please dial 911.

- During operating hours, generally M-F, 10a-4p, please contact a staff member on duty by calling 860.647.6029 or talking to us at the reception desk or around the building.

- If you are here after hours and would like assistance from someone in the police department or from the Town of Manchester’s maintenance/facilities department. Please call the Manchester Police Department at 860.645.5500 and they can put you in touch with the right person.

MEMBERSHIP POLICIES & PROCEDURES

MEMBERSHIP DUES / INVOICING

- Upon becoming a member of WORK_SPACE you will be asked to complete a member agreement, read the WORK_SPACE Work & Playbook, and send us a profile and picture to add to our website.

- Membership fees are due on or by the 1st of the month. Membership can be paid by check or by recurring payment via an online payment system.

- When the member decides to terminate membership, it is their responsibility to notify management prior to the 1st of the month so the autopay can be cancelled and no fees are accrued. (see below)

- Any membership not paid by the 5th of the month will be considered notification of membership cancellation and the member’s key fob will be deactivated. The key deposit will be forfeited if it hasn’t been returned within 5 days after notification (this will be the 10th of the month when no written notification has been given.)

- **PRORATION** - If coworkers join mid-month, they may receive a key fob with access to the building, however the benefits such as connection to the copier and complimentary conference room hours do not begin until the start of the next month paid in full.

LEAVING WORK_SPACE

- Membership is month-to-month for most members. You can terminate your membership prior to the start of the next month without accruing any additional fees, as long as you return your key fob and key (if applicable) to a staff person on or before the last day of your existing membership.

- Failure to return a key fob/key will result in a $25 or $50 charge for each key and/or fob (in accordance with your member agreement), or more if a private office lock needs to be replaced.
• Early notification in writing is appreciated especially if you receive a parking permit as those are often ordered a week before the start of the next month and/or are on auto payment, which could accrue a charge if a refund must be issued.

• Nonpayment of membership fees by the 5th of the month will be considered a notification of termination (please see above)

• Prior to your departure, we would appreciate any feedback as to your experience, suggestions for improvements, and testimonials we can share with other people who might be interested in filling the void you leave behind.

• Let us know where mail shall be forwarded which we will do for 60-days after membership ends.

• Please remove all of your belongings from the building and repair any damage incurred.

• Any member in violation of any of the provisions of the Member Work & Playbook is subject to the termination of their membership in WORK_SPACE and a forfeiture of all rights and privileges therein.

CONFLICT RESOLUTION

• If a member has a problem with the actions or behaviors of another member, they should first try to resolve the problem directly with that person or within a group.

• If the problem persists, the member should discuss the issue with a member of the management team who will speak to both parties regarding a solution that best serves the common good.

• WORK_SPACE is committed to ensuring fairness, transparency, accessibility and accountability in the conflict resolution process. Our hope is that all members will show flexibility, compromise and respect, and that we can work collaboratively to address any concerns.

SMOKING

• Pursuant to Public Act No. 01-45 in the Town of Manchester, no person shall smoke in any building or portion of a building owned or operated by the Town or in any Town owned vehicles. This includes hallways, waiting areas, and private offices.

• There shall be no smoking allowed at any meetings held in Town buildings, including public meetings, staff meetings, union meetings and negotiations.

• In addition, WORK_SPACE members and guests are prohibited from smoking within 150 feet from any entrance, ensuring that we maintain smoke free access.

MEMBERSHIP REFERRAL POLICY

Fulltime members who refer a friend to join WORK_SPACE will receive a monetary credit towards their monthly membership after the referred member has been a fully-paid member for three full months. $25 for someone who joins as a fulltime or Dedicated Desk member and $50 for someone who joins as a Private Office member. In order to qualify for the credit when joining, on the Member Agreement, the new member should write the current member’s name as the answer to the question, “How did you learn about WORK_SPACE?”

PARTNERS at WORK_SPACE (as of Mar. 28, 2019)

Gallery 901

• Gallery 901 is a non-traditional gallery that consists of the walls, conference rooms, and coworking space of the 2nd floor of WORK_SPACE. Curated by Christiane O’Brien, it features revolving exhibits of local artists.
Small Business Development Center (CTSBDC)

- Housed in the VEC, the CTSBDC, provides no-cost advising services to both prospective and existing business owners to help them start or expand their business. CTSBDC is funded in part through a cooperative agreement with the U.S. Small Business Administration, the Connecticut Department of Economic and Community Development, and the University of Connecticut. www.GrowCT.com.

Members of WORK_SPACE are encouraged to visit the CTSBDC representatives to discuss the following topics:

- Access to capital
- Business continuity planning
- Business plan organization and review
- Cost analysis, capital improvements, and expansions
- Financial analysis and budgeting
- Financial statement review
- Going global
- Industry trends and research
- Loan structuring
- Marketing and social media plans
- Resource referrals

ART PROMOTION AND SALES

- WORK_SPACE supports artists by showcasing their work throughout 901/903 Main Street.
- What is showcased and for how long is the sole determination of the WORK_SPACE management and/or their representatives.
- All artists must provide the sales price/cash value for every item.
- The building’s insurance will cover each item for loss or damage up to the monetary value as defined in advance by the artist.
- The artist is responsible for all sales tax or other expenses involved in any sales transactions including processing fees.
- The artist will provide WORK_SPACE with a 30% commission within 10 days of any piece being sold.
- The artist is responsible to help promote the galleries at WORK_SPACE and share the WORK_SPACE name, address, and hours of operation in the marketing information involving the work located onsite.

EXTERNAL BOOKINGS FOR MEETING, CONFERENCE & SEMINAR ROOMS

WORK_SPACE has six unique meeting spaces which can be rented for meetings, conferences, seminars, and social/cultural events that are consistent with our mission. Meeting spaces are scheduled on an as-available, first-come, first-served basis. Meeting space reservations can be made by calling and talking to an associate (860.647.6029) who will draft a Use Agreement with the needs and expectations for the event. Once the agreement is signed and payment made, the room will be confirmed.

Parking: Free 2-hour parking on Main Street and 3-hr parking in the Purnell Street Parking Lot behind the building. For longer events, printed parking passes are available for attendees if pre-arranged with management.

MEETING CENTER SPACES & RATES

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Equipment available (first-come, first served basis): Computer connection to large Monitor or PowerPoint Projector and Screen, Portable Speaker and Microphone, White Board or Flip Chart with Markers.
COWORKER MEMBERSHIP OPTIONS

Fulltime Membership:
- Free WiFi, coffee, use of the shared kitchen, and BYOB Phone Booth; when not occupied.
- Key Fob for 24/7 access to the 2nd floor (except Thanksgiving Day)
- Up to 6-hrs per month of meeting space usage (in Conference Rooms 2 and/or 3)
- Member discounts to additional meeting space hours and spaces
- Connection to our copier/printer/scanner/fax machine. Includes up to 100 B&W copies/printouts per month
  - Additional B&W copies/printouts are $.10 per sheet
  - Color prints/copies are available for $.30 per sheet (set device defaults to B&W to avoid unintentional charges)
  - Please do not exceed 500 sheets per month as our printer and paper supply will be strained
- Use of WORK_SPACE as your professional mailing address
- Pass to use the Community Y/Rec Center

Dedicated Desk Membership
- Everything included in the Fulltime Membership plus:
- A dedicated desk that only you sit at and where you can leave belongings. Please do not leave your laptop or other high-value items as management cannot be responsible for lost or stolen property
- An additional 2-hrs of meeting space usage (in Conference Rooms 2 and/or 3) for a total of 8 hours
- A lockable locker or filing cabinet

Office Membership
- Everything included in the Fulltime Membership plus:
- 1 parking pass per office
- An additional 100 copies/scans/prints/faxes, equaling a total of 200 B&W copies per month per office
- *1st and last month’s membership fees required prior to moving in and receiving office key and key fob
- Key and fob for each office member with the completion of their own Member Agreement
- If office is on the first floor, key fob gives you access to both the first and second floors

Loft Membership
- Everything included in Office Membership with a total of 10-hrs of 2nd floor conference room usage per month

Student Membership:
- Requires current proof of full-time student status at an accredited college or university
- Free WiFi, coffee, and use of the shared kitchen and BYOB Phone Booth when not occupied
- Key Fob for 24/7 access to the 2nd floor (except Thanksgiving Day)
- Connection to our copier/printer/scanner/fax machine. Includes up to 100 B&W copies/printouts per month (please see more details under fulltime membership and/or the Work & Playbook)
Does not include complimentary conference room time, however does include member rental rates for the 2nd floor conference rooms

<table>
<thead>
<tr>
<th>Monthly Membership</th>
<th>Access</th>
<th>Fobs/Keys</th>
<th>Credit Conference Room Hours</th>
<th>Meeting Space Discount</th>
<th>Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guest Day Pass</td>
<td>$20</td>
<td>10a-4p M-F</td>
<td>0</td>
<td>0</td>
<td>N</td>
</tr>
<tr>
<td>Student</td>
<td>$50</td>
<td>24/7</td>
<td>Y</td>
<td>0</td>
<td>N</td>
</tr>
<tr>
<td>Fulltime</td>
<td>$125</td>
<td>24/7</td>
<td>1</td>
<td>6</td>
<td>Y</td>
</tr>
<tr>
<td>Dedicated Desk</td>
<td>$200</td>
<td>24/7</td>
<td>1</td>
<td>8</td>
<td>Y</td>
</tr>
<tr>
<td>Private Offices*</td>
<td>$550-$950</td>
<td>24/7</td>
<td>1-4</td>
<td>6</td>
<td>Y</td>
</tr>
</tbody>
</table>