

Coworking Community Guidelines

Coworking @ Lansing Office Works + Innovation Lab

Welcome to our coworking community. These guidelines keep our coworking community running smoothly for everyone. Please do your part to make this a place where everyone is healthy, respected, supported and happy!

Cleaning & Sanitization - to promote health and safety we ask coworkers to wipe down desks, counters, chairs, whiteboards and markers after each use. Please use cleaning supplies provided in each Innovation Lab.

Preferred Parking Areas – you may park anywhere nearby on Main Street and any side street. There are no time limits on Lansing parking.

Door Access - you'll be invited to install the Prepoint App on your phone. The app is used to access to Office Works.

Coworking Hours - We have 3 plans available for coworking to meet your needs.

Flex Plan hours are 8a to 6p. Please plan your work to end at the closing times.

Flex+ Plan hours are Monday-Friday 7a to 10p. Please plan your work to end at the closing times.

Desk Plans (and private offices where available) include 24/7 access.

Day Passes - day passes are available Monday-Friday 8a to 6p; Saturday & Sunday 10a-4p. The daily rate is \$15. Day Passes may be obtained with 24 hours advance notice. Book a Day Pass at lansingofficeworks.com/coworking.

Guests - the intent of the coworking space is to provide a place for you and your business to thrive and grow in a supportive community. With this in mind, we ask that coworkers limit guests in the coworking space to meeting rooms or collaboration spaces for the duration of the meeting only. A day pass is available for \$15 with 24 hours advance notice if you plan on your guest staying beyond your meeting time.

Meet your guests at the Office Works door to let them in, they can exit anytime on their own.

WiFi - find the current wireless network names and passwords on the Wifi signs displayed throughout the facility.

Printer - we do not have printing services available. Those with dedicated desk plans are welcome to keep a printer on-site.

Campsite Rules Apply - leave things better than you found them. Please help keep things tidy in any space you use in the building, including conference rooms, the kitchen and phone booths.

Supplies - you are responsible for your own office and meeting supplies. If you notice we are low in supplies for restrooms, coffee stations, kitchen areas, or whiteboards, please let us know using the “report an issue” function on your member page.

Locked Storage - Desk plan coworkers - may leave your supplies & equipment in your workspace. Storage lockers are included with your plan if you want more space.

Whiteboards - wipe off the whiteboards when you are done using them. Throw away “dead” whiteboard markers when you find them and let the us know if you need more using the “report an issue” function on your member page.

Emergency Procedures

Notify the Office Works immediately – Maryann 319-293-1797

Fire - in case of a fire, follow exit signs out of the building. Fire exits are clearly marked. Once you exit, gather to check in with fellow coworkers to ensure everyone is accounted for and safe.

Tornado - in case of a tornado warning, gather in the conference room, which is in the center of the building and protected from the street front windows.

Communication

We like to keep you up-to-date on all the Innovation Lab activities and events.

Email - watch your inbox for on the fly updates.

Member Page - log into your member page to:

- Book Meeting Rooms - view availability & book the conference room
- Update your profile information
- Update your payment information or change your plan

Email Office works @ LansingOfficeWorks@gmail.com

Reserving the Conference Room

Sign into your coworking member portal to reserve the conference room.

The conference room can be reserved for groups of 1-10 people for either a half day or a full day. To make a reservation & get information visit <https://www.lansingofficeworks.com/meeting-rentals>

Be Kind and Respectful

Lansing Office Works should be a welcoming space for everyone. If you observe or experience any behaviors that concern you please report them to the Lansing Office Works owner. There is zero tolerance for discrimination, harassment or violence. Taking physical property, intellectual property, or information without permission is never ok.

Privacy - be respectful of each other's privacy. Coworking means working together, and collaboration is a value we share.

Phone Etiquette - use headphones vs. speaker phones when taking & making calls or video chats on the fly. For longer calls or conference calls, hop in a phone room.

Do Not Disturb - headphones are the official "do not disturb" sign in any coworking space. Put yours on to let people know you are deep in thought (even if you aren't) or leave them off to let people know you are open for collaboration.

No Smelly or Dangerous things - please be thoughtful about foods and other scents you bring into the coworking lab. There is no smoking allowed on the property. Alcohol is only allowed at Office Works-authorized events. Drugs and weapons of any kind will not be tolerated on the premises.

Background Checks - may be done if we believe we need to in order to keep things safe and preserve the mission of the coworking space. We intend to do them in all cases if you will be teaching, mentoring, or working with children in any capacity.

Kitchen & Coffee Stations

Help us keep Kitchen and Coffee Station areas clean and ready for the next person to use.

Refrigerators - use refrigerators to store your lunch, snacks & drinks for the day. Take home leftovers at the end of the day. The refrigerator will be emptied at the end of each week on Friday.

Coffee keeps us going! Help out by filling the Keurig with water, wipe down counters, spills and please don't leave your cups behind. Wash them after use and keep them at your desk. NEVER leave dirty dishes or cups in the sink.

Cups, Plates & Utensils - use reusable whenever possible! Bring your own water bottle, favorite coffee mug, plates & utensils. Clean and dry them so you can keep them with you. Please don't let them stack up on the counters and never leave them in the sink.

Microwave - use the plastic cover to keep things clean when heating up food. Make a spill? Clean it up.

Payment & Plan Changes

You can change or end your coworking plan on your member page. Changes to a plan or ending your enrollment becomes effective at the end of the monthly period when the change or cancellation is submitted. We do not prorate fees.

I acknowledge that I have read and understand the Coworking Guidelines.

Coworker

date