

What to expect at ConnectWork on Main

Welcome Note

First, welcome! It is an honor to have you with us at ConnectWork on Main! I want to empower you to take ownership of this community and space. We all share the benefits when we are active participants and inviting incredible people in.

We also share in the responsibilities. This means inviting people you think would benefit from being in the cowork to reach out and thinking about the community as a whole when you extend that invite.

This is the invite I am actively putting out to the world... "We are actively seeking ambitious, driven entrepreneurs, creatives, remote workers, and professionals. If you know someone who fits that description, we want to hear from them!"

On the day to day sharing the responsibilities of the cowork means clearing the desk space you use, taking out the trash if it is full, and being warm and welcoming to new members. We all share the same space and respecting each other is a huge part of creating a community that people want to be part of.

My dream is that we will have a thriving community that allows everyone to connect, collaborate, and innovate. And make some money of course. Think of the cowork as your curated network and a dedicated source of support.

Here are a few things I am looking to do/add in 2020 (in no particular order)

- Podcasting corner/booth
- Video recording studio/Photo studio
- Gaming corner
- New Desks and office furniture
- Lounge Area Furniture
- Bike rack (dependent on need)
- Lockers/Coat Rack

What would you like to add to this list? I'm open to suggestions!

-Gael Gilliland

New Member Items

Wifi Codes

Network: OfficeLink-Guest Password: @ugu\$t13

Network: OfficeLink-Secured Password: Holly@220

Housekeeping

Front Door Access

- To open with your passcode - touch any key, then key in your unique passcode, then hold # - at which point you should hear the deadbolt slide back
- To open with the app on your phone - Open the app and follow the directions on your screen.
- To close - press # then hold # until you hear the bolt slide across - if the bolt doesn't slide across the door is not locked

Bathrooms

Are located just outside the back door of the cowork and to the right.

- Men's Restroom Code: 2631
- Women's restroom key is hanging by the back door.

Reserving Offices/Conference Room

- Offices and Conference Room are included in your membership.
- You must reserve the space you need in advance. If you need a space for longer than 2 hours at a time, please let Gael know and confirm the details with her.
- This is the link to ConnectWork on Main Member Calendar to reserve space etc <https://teamup.com/ksrekavom8vvzvck46>
- While restrictions are in place, we are not having large groups or events where non-members are coming into the space.

Locked doors policy

Always make sure doors are locked when leaving the cowork.

- Lock the deadbolt for the back door leading to restrooms
- Make sure the conference room outside door fully closes (it automatically locks) if you use it

Sign in and out

- The door lock tracks your sign in and out.

COVID Things

- There are cleaning supplies in the cafe area. Please spray/wipe down your desk before you leave for the day.
- When at your desk, you may remove/not wear your mask.
- When moving about the cabin and in common areas, please wear a mask.
- You are entering the facility/space at your own risk.

Guests

- Guests are allowed on the premises for up to two hours. If you need them to be on-site for longer than that, they must pay the \$15 for a 30-day Nomad membership. It will not be a recurring charge.
 - This can be submitted here
<https://connectworkonmain.com/guest-one-off-membership/>

Hours

The cowork is open when the Holly Pointe building is open. Generally this is 7am-6:30pm Mon-Thurs. On Tuesdays the building is open until 9pm. Once you are in the cowork you do not need to leave when the building closes. By being in the cowork after hours you are agreeing to only be in the cowork, the adjacent bathrooms, and the snack machines on the first floor. You are agreeing to not go anywhere else in the building unless you are leaving and need to pass through other areas to reach an exit door.

Referral Opportunity

You have the opportunity to get lunch paid for by ConnectWork on Main for every member you invite.

Requirement

They have to opt-in at one of the membership levels below

- Casual
- Flex
- Dedicated

At the time of selecting their membership level, invitees will be able to put in who referred them. So if you are actively inviting people (thank you!), please make sure they know to put your name in.

Payout

Once their first payment is successful you will receive a \$15 gift certificate/card to a restaurant/bar of your choice within 5 miles of Main St Butler. If you need recommendations to select one, feel free to pop into the Slack channel and ask the community.