

# Private ½ Workspace Rental

## Parameters:

**Cost:** \$30/ hour

**Min - max booking time:** 1 - 4 hours

**Min/ max time in advance:** 2 weeks/ 3 months

This benefit is currently offered to **Members Only**

## Rules:

**Eligibility:** Workspace members who have attended a Workspace Orientation are able to book the workspace.

**Check-in:** Any non-member in attendance during your booking **MUST** sign a copy of our User Agreement found hanging next to our bulletin board. (Place signed copies in the folder above labeled “Drop-box.”)

**Materials:** Consumable materials and supplies in our workspace are for member use. If a majority of the participants are non-members, please limit the use of consumables during your booking and bring what you require.

**Workspace Rules & Policies:** Please review our workspace rules & policies found in the FAQ section of the Resources Tab in your member portal.

## Booking:

Make a booking from your member portal. Under “Member Resources” select the “Book Workspace.” Remember that you cannot make a booking within 2 weeks of today or more than 3 months in advance.

You should receive a confirmation email for your booking.

Manage your booking from your member portal by scrolling down and selecting “My bookings” from the left tab menu.