

## FAQ's

### **What is Co-Working and what is The Work Commons?**

Coworking as defined by Wikipedia is a self-directed, collaborative, flexible and voluntary work style that is based on mutual trust and the sharing of common core values between its participants. Coworking is a social gathering of a group of people who are still working independently, but who share values and who are interested in the synergy that can happen from working with people who value working in the same place alongside each other.

At The Work Commons you are choosing to share a space with others. We have a number of available spaces and memberships to meet the needs of different business owners and creative people. It is our wish that you will find inspiration and knowledge from your co-members here.

### **What kinds of spaces do you have available?**

We have work spaces ranging from open studio style, to semi-private, to shared offices, to private offices. All rooms but the private offices are comfortably furnished and offer flexible work stations including standing options. We also have a state of the art conference room, kitchen/café and a private room called The Phone Box, all available to members free of charge.

### **Where are you located?**

The Work Commons is located on the second and third floors of the historic Montgomery Ward Building above Newport Natural Market and Cafe in downtown Newport, Vermont.

### **When are you open?**

For day passes (non-members) we are open from 8AM to 5PM, Monday through Friday. Members and tenants have 24/7 access.

### **Do you have staff?**

Sunny is The Work Commons' Good Will Ambassador and can be reached at 917.945.6250 or Sunny@TheWorkCommons.com. She is here often and has her own desk in The Studio. Rick works full time in the administrative office on the second floor and you are always welcome to knock on his door with any questions you may have.

### **What should I bring to work at The Work Commons?**

All but the private offices are comfortably furnished, so you need only bring your personal things like your computer. There are a few charge cords hanging around but to be safe we recommend bringing your own. If you are a studio member (meaning you have your own private desk), you can bring your own desk items (pictures, pens, calculator...) to leave there if you want. Also in the winter months please bring indoor footwear (shoes, slippers...) as we are trying to keep the floors as clean and comfortable as possible.

### **How do I take a tour of the space?**

You can call or sign up on the website to Take A Tour and one of our dedicated staff members will arrange to meet at a time that is convenient for both parties.

### **Are guests allowed to come with me?**

Your Work Commons membership is unique to you. That being said, if you need to drop in for a few minutes to complete a task, feel free to bring your friend or child with you. We just want to be mindful of other patrons and ensure that the space is being used appropriately.

### **Are there CCTV cameras?**

Yes, for your security we have installed cameras in the hallways and The Commons room. All cameras are visible and none are located in any private areas including The Meeting Room.

### **Can I make phone calls while in the work spaces?**

Yes, but like everything else here please be mindful of other members and users, please respect their right to peaceful enjoyment of the space. If you are a loud talker or you are planning on being awhile on the phone, please go to The Phone Box, hallway, or break room.

### **Is there a way to get snail mail?**

We offer two options for regular mail. One is called general mail delivery which would allow you to have mail sent to Suite 300 at The Work Commons. Yours and everyone else's mail will be put together in an un-secured mailbox for you to retrieve. The other option is a private mailbox. In this case you we will give you your own suite # and mailbox key. Both options have a fee and can be found and reserved on our website.

### **How do I become a member?**

You can easily become a member by going to the "Become a Member" page on our website. You start by submitting the short form. Within a business day you should here back with an email showing your facility access code and temporary password to login with. When you login for the first time you will be prompted to change the password and then asked for your payment information. All payments are processed on-line through our website and membership fees will be billed automatically once each month.

### **What methods of payment do you accept?**

All major credit cards.

### **Do I have to become a member to use The Work Commons facility?**

No, you can simply be an occasional user. In this case you don't choose a membership when signing up. Keep in mind that non members will not be given access codes so you would only be able to use the facility during business hours.

### **Should I wait until the first of the month to join?**

Your membership starts on the day you sign up and will be billed on that day every month until you cancel your membership. You can cancel online anytime and the only money you will risk is whatever is left until the end of your billing cycle. We don't prorate cancel times and offer refunds.

### **Can I sleep at The Work Commons**

No, this is a place to work and play. Although an occasional daytime nap in The Phone Box is fine.

### **Does anything fun go on at The Work Commons besides work?**

Well, of course! The Work Commons strives to be more than just another office building. We hold regular in-house informative, interesting and even community based events. You can also be the host of your own event and if you want engage us to help plan it. This should be an extension of your living room, and a place to work and play with new friends and colleagues. Check out our EVENTS page and feel free to contact Sunny@TheWorkCommons.com to chat more about ideas you may have.