



Coworking and flexible office space

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Building Policies and Procedures

Parking

There are many options for free parking in Newport. Some short term, some long term and some even over-night. The best way to know for sure which are which is to wander around and look at the signs to the various lots. Main Street itself is 2 hour, the municipal lots located in 4 different lots surrounding the building range from 2 hour to over-night. The only thing we ask is that unless it is in the evening when Main Street isn't very busy, please use the longer term lots not far away. This is in respect of customers who come to Newport to shop at the retail stores and restaurants.

Access

The Work Commons (TWC) is accessed by entering the 5 digit ID code you were given when you signed up. Enter the code and then the # key and the door should unlock. This code will give you access to the rooms that your membership entitles you to. Important: unless the door is on an automatic schedule and it is open already, it will re-lock itself 5 seconds after you unlock it with your code.

Operating Hours

The Work Commons is accessible to members 24/7 but the doors will automatically be unlocked and available to day pass users during business hours only, which is M~F 8am to 5pm.

Security Cameras

For your security there are cameras located in the common hallways, in The Commons Room and outside the building. They are all visible and there are no hidden cameras anywhere.

Food and Drinks

In respect of other members but also keeping the nice furniture nice, please limit food in the common areas (including The Phone Box) to snacks and drinks. A hot meal might smell great to you, but not so great to someone else in the same room. You are welcome to eat hot meals in Montgomery's Kitchen and Cafe on the second floor.

Floors and Footwear

Stockings are fine, but please no bare feet in The Work Commons. Come Wintertime salt and dirt will easily make it's way upstairs on the bottom of your boots. We very much want to keep the nice hardwood floors and carpets as clean and comfortable as possible, so please remove your soiled and salty footwear and put them in one of the coat hanging areas located in several places on both floors. You can also leave your office shoes at the building in the same area if you want.

Keep it clean

The Work Commons is a shared environment and we don't have a full time cleaning staff to clean up every day, so please pick up and wipe up (if necessary) when you are done. This general rule of thumb applies to all of the rooms and spaces in The Work Commons.

Recycling / Trash

There are two bins in each space. One is for recycled items and the other for trash. If the trash is a little messy, please bring it to the larger can located at the end of the hallway towards The Phone Box.

Music

We love music at The Work Commons and will often have something quiet playing, but again it is a shared facility so the best way to know if it is alright to play your Led Zeppelin is to ask other members there if it's ok. You are welcome to pair to the music players that are located in some of the areas if you want.

Kitchen Use

All members and tenants are welcome to use Montgomery's Kitchen and Café on the second floor (not to be confused with Montgomery's Café that was on the ground floor years in the past). There is a full size fridge that you can keep your lunch and drinks in. If you do, please put your food in a bag with your name on it so confusion doesn't start to set in. You are welcome to rummage through the cabinet and drawers and use the dishes, but PLEASE pick up and clean your dishes when you are done, not later when you have more time... You are also welcome to leave your favorite mug, glass or whatever if there is room.

Meeting Room use

The Meeting Room is available to Members free of charge for 6 hours each month. Even if you are a member with this benefit you must reserve it online under the Bookings tab. If you are logged in, the system will automatically give you the free hours and then charge you the member price if you go over the 6 hours.

Basic catering can be provided by Newport Natural when you book the room online and custom catering can also be provided by calling or going to see Newport Natural downstairs.

The Phone Box use

Ahhh,... The Phone Box is a great place to make a private phone call or just have some chill time. Please do not monopolize time in there so to be sure everyone has a chance to enjoy it. Keep your time in The Box limited to less than 20 minutes and for several times a day, and it is only for ONE person at a time.

Decorating

The only room at the TWC that you have some creative license to decorate is your own desk space in The Studio if you have a Studio membership, and even there it is limited. You can pretty much do what you want on your private desk, but the walls are off limits to anything fixed. That said we encourage creative thinking at TWC. So if you have ideas or suggestions for decorations please let Sunny know. We always want members to feel like they have some ownership in the space.

Copying, Mailing, Printing and Faxing

There are two printers that you have available to you over The Work Commons private network. One is in The Commons room and is your pretty basic printer allowing letter size B&W and color prints. The other is a more sophisticated multi function printer located in the Copy Room on the second floor. This printer can print many different sizes and formats and can copy, fax, and email. You can print to this machine over the same network but if you want to use some of the other features like copying or scanning you will need to see Sunny or Rick for direct access. There are small usage fees to print which you will see when printing.

Heating and Cooling (temperature Control)

Each room on the third floor is thermostatically controlled. There should be an individual remote controller in The Phone Box, The Meeting Room and The Studio. You need to point the remote at the HVAC unit located on the wall for it to work. You are welcome to turn the temperature up or down to your liking, but please turn off the unit by pressing the power button when you leave.

Lights out

We need to keep lights on in the hallways, stairs and elevator areas for safety reasons, but if you are the last one out of one of the other rooms, please turn the lights off.

Windows

Most of the windows at TWC are opening types. And we all love fresh air in the Summer, Fall and Spring. You are welcome to open a window, but please make sure that everyone is ok with it and PLEASE make sure the HVAC unit in the room where the window is open is OFF. Rick really hates it when we are heating or cooling the great outdoors.

Elevator use

There is a passenger elevator that serves all floors including the Newport Natural wine and beer cellar in the basement when they are open. Sorry, no late night free shopping! You are welcome to use it anytime you want. It is however a limited use elevator, which means it's small and goes really slow so you will find the stairs are much faster. Also, there are 39 heart healthy steps each one way trip up or down the stairs. Please don't bring large items like your bike for a ride in the elevator.

Fire Escape

To be used for emergencies only.

Bicycles

We love human powered vehicles at TWC so we will work with you to be sure you can find a safe place to leave your bike. Please ask one of us for suggestions.