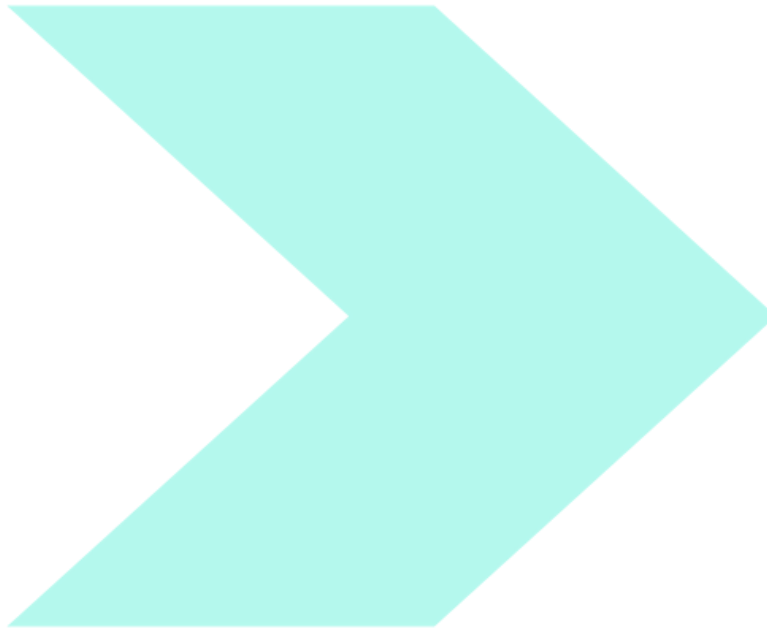


# **Welcome to The IncuHub**



## Welcome to our community!

We are thrilled to have you join us! As a member of The IncuHub you have chosen to work in a supportive environment in the company of professional peers. We aim to provide you with superb business support as well as phenomenal customer service. Your member experience means a great deal to us, so please do not ever hesitate to let us know if your experience is less than ideal.



### Membership Policies

And, here comes the boring stuff...

#### ***The IncuHub Policies***

- Access hours for Members are seven days a week, 7am to 12am. Use your key/card for access during these hours only, please. If you try outside of these hours your photo will be taken, so smile! Obvi, there are exceptions to every rule, so should you need to use the space outside of the official hours, we can make arrangements for you to do so without a visit from the PO-lice.
- Keep your key fob close as a replacement will cost you \$20.
- We really do love the Earth and are working on developing a recycling option at our office complex but for now we are only collecting cans and bottles in a bin in the large meeting room downstairs. Other suggestions we have for reducing, reusing, and recycling are:
  - Pack your own lunch or stock the freezer with your weekly options
  - Bring a water bottle and fill it up all day long at our fridge
  - Use our silverware, mugs, and dishes
  - Avoid single-use straws
  - Bring your own containers for leftovers/take-out
  - Print items only when necessary, print on both sides, use draft mode to save ink, & reduce your margins to save paper
  - Minimize single-use paper towels/napkins
  - Bring your own coffee mug when grabbing a cup out of the office
  - Our lights are on motion sensors but if you do turn them on manually make sure they are off when you leave a room

## ***Private Office Policies***

- Private offices may be decorated. When hanging anything on walls, please use only 3M Command strips or equivalent (we have some on-site if needed).
- We will respect your privacy and will therefore not be entering your office for cleaning purposes. Please empty your own trash and maintain a clean space. Trash bags are available under the kitchen sink. Please do not store food in your office as our little guests that live outside will move in.
- This is your private, locked space so feel free to leave whatever you wish in the office. We do have a back-up key should you forget yours but a new copy will cost you \$20.
- If you decide that you'd like to share it with a partner that's associated with your business, please let us know. We will make you an additional key fob for an additional \$50 per month (way less than any of the other shared space membership options!).

## ***Shared Space Policies***

- Socialization is a highlight of membership with us, but remember we're here to work as well, so keep the music in your headphones and use your inside voice when on private calls.
- If your membership is for a Dedicated Desk, feel free to leave your stuff instead of packing it all up when the day is done. Shared Desk members should pack it up and bring it all back next time!
- Get creative in The Idea Room! The BAWB (Big A\$\$ White Board) is for your brainstorming fun. Dry erase markers only! When you're done take a photo, copy down your notes, and erase it away for the next brainstormer.
- Get rid of those old documents with our super shredder.
- The small (six person) conference room downstairs is available for Members to use as you like. Make sure you book your time on the shared Google calendar to ensure no one gets there first that day!
  - [Link to the Conference Room Google Calendar](#)
  - Create and save a block of time with your name/company on desired day on "The IncuHub Conference Room" calendar
- The downstairs large work space is available for co-working when not reserved for a private event. Please erase the white board upon leaving the room. If you would like to reserve the room, you can do so for \$25/hour (\$45/hour for non-members).

## **Mailroom Policies**

- Your access to this room is meant for your designated mailbox only.
- Walk in. Grab your stuff. Walk out.

## **Tech Policies**

- Wi-Fi:
  - Network: TheIncuHub
  - Password: Morethancoworking104
- Printers: We have two printers for you, one down- and the other upstairs. If you search for printers on your computer, printers should appear.
- If you'd like to use our projector, let us know and we can schedule you in and help with set-up.

## **Kitchen Policies**

- Coffee maker, refrigerator, microwave, and sink are all here for your use. Make sure you leave them as clean as you found them. Or cleaner.
- Food and drinks can be left in the refrigerator, but if you don't want to share, try writing your name on it. Anything with "Shared" written on it is welcome for anyone's consumption. There's a sharpie in one of the drawers to claim your stuff.
- Coffee pods are available for you but feel free to bring in your own that fit the Nespresso Vertuo machine.
- After using a plate, bowl, mug, cup, or silverware please wash it and leave on the drying rack or dry and put away.



### **Need Something?**

Contact us for any assistance!

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