



# What Cheer Writers Club

Community & Coworking | Downtown Providence

## 2022 Coworking & Reservation Agreement

*The following guidelines are in place for the safety and health of our community. By agreeing to this document, you agree to abide by all the guidelines below. Failure to abide by any of the following guidelines may result in your removal from the premises and/or a loss of coworking privileges. Thanks for your understanding and commitment to our community!*

### 1. Check-In Procedure

Upon first arrival, you will check-in with Club staff at the front desk located in the Salon. Proof of vaccination or a negative test within the last 24 hours is required.

### 2. Cancellations

Please do not come to the Club if you are sick. If you have symptoms of Covid-19 or have been in contact with someone who has tested positive for Covid-19, and need to cancel your reservation, please notify staff via phone or email at the earliest possible time.

No-show reservations without notifying staff will not be refunded.

### 3. Safety Protocols

*If you have a pre-existing condition that may cause you to be at risk of complications due to the coronavirus and require additional safety measures, please contact Club Staff ahead of time and we will do our best to accommodate you.*

Wash hands thoroughly. Make good use of the hand hygiene and cleaning stations provided throughout the Club.

#### *PPE*

You must wear a mask when entering the Club and when moving through any Club shared common areas and hallways.

If proof of vaccination is shown, you may remove your mask only when seated at your work station or inside your reserved room.



# What Cheer Writers Club

## Community & Coworking | Downtown Providence

If proof of vaccination is not shown, we request you keep your mask on for the duration of your visit.

This can be any type of mask or cloth face covering, as described by the CDC. If you do not have a mask, please let Staff know and we will provide you with one.

### *Social Distance*

Please take extra precaution in tight areas like the hallway, and avoid congestion. Make use of any and all floor markings or signs for direction in shared common areas.

### *Food and Drink*

You may eat or drink while seated at your workstation or inside your reserved room, although we do recommend enjoying lunch and snacks outside when weather allows!

### *Office Supplies*

Common supplies (scissors, stapler, pens, etc.) will be held at the front desk with Club Staff and may be requested for singular use and then returned. If you need such tools regularly, it's best to bring your own.

## **4. Phone & Video Calls**

Phone conversations are not allowed in the main coworking areas (the Salon and the Library), to maintain a productive work space for all Members.

For short, impromptu calls (30 minutes and under) you may step into the Telephone Room, or an available meeting room. When in use, the door should be closed. When not in use, the door should remain open. You may check with Club staff for an available space or take your phone call outside.

### *Longer Calls (30+ minutes)*

If you have a planned phone or video call that will be longer than 15 minutes, you can reserve the Telephone Room for private use. Advanced reservation via your Member Portal is highly recommended.

## **5. Meeting Rooms & Podcast Studio**

Meeting Rooms and the Podcast Studio are available for rent. All guests are required to show proof of vaccination or a negative test within 24 hours of the reservation.



# What Cheer Writers Club

## Community & Coworking | Downtown Providence

Capacity and Rates for meeting rooms are as follow:

### *Podcast Studio*

- Capacity: Up to 4
- Rate: \$10/hour
- Membership required to book, additional guests do not need Membership

### *Sprint Room*

- Capacity: Up to 4
- Rates:
  - Members (writing-related rental): FREE
  - Members (non writing-related rental): \$15/hour
  - Non-Members: \$30/hour

### *Board Room*

- Capacity: Up to 6
- Rates:
  - Members (writing-related rental): FREE
  - Members (non writing-related rental): \$25/hour
  - Non-Members: \$50/hour

### *Classroom*

- Capacity: Up to 12
- Rates:
  - Members (writing-related rental): FREE
  - Members (non writing-related rental): \$35/hour
  - Non-Members: \$75/hour

### *Salon*

- Availability and rates available upon request

## 6. Contact Tracing



# What Cheer Writers Club

## Community & Coworking | Downtown Providence

If you test positive for COVID-19 or have been on contact with someone who has, and have been at the Club in the two weeks prior to the test, you must contact and inform Club Staff. Your anonymity will be maintained.

***I agree to abide by the above rules and procedures and understand that failure to do so could result in revocation of my coworking privileges.***

Signature: \_\_\_\_\_

Date: \_\_\_\_\_