



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

Reservations are highly recommended. You can reserve ahead of time via your Member Portal.

Upon arriving to 160 Westminster Street, please wear a mask.

Upon arrival, you will check-in with Club staff at the front desk located in the Salon. Proof of vaccination or a negative PCR test within the last 48 hours is required. Please be prepared to answer the following questions upon arrival:

- Are you experiencing symptoms of Covid-19?
- Have you been vaccinated? You will be required to show:
 - Proof of vaccination (your physical card, a clear photo of your card, a screenshot of your vaccine record) OR
 - A negative PCR test within 48 hours of your reservation
- Have you been in contact with anyone diagnosed with Covid-19 over the past 14 days?

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.



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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.

You may remove your mask only when seated at your work station or inside your reserved room.

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)



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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 PCR test within 48 hours of the reservation.

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



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6. Contact Tracing

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: _____