VAE PrintRoom Co-working Membership Policies

Winter 2012

Welcome! Thank you for your interest in co-working! We are truly excited by your interest in becoming a member of the PrintRoom. We hope to provide a new way of working that gives you the opportunity to be in a beautiful creative space at the Vermont Arts Exchange- making our freelance community more professional, vibrant, productive and accessible.

We ask that all co-working members must adhere to the following policies.

1. Access: Standard-M-F 9-5pm, quiet hours after 8pm, some weekend access ok with consideration to individual needs.
2. There may be limited access to the PrintRoom space during workshops, concerts and other events, which will be published on a shared calendar. These times vary and you will be notified at time of membership of schedule. Class times will be posted. Flexibility is encouraged on both parties.
3. Members must provide their own supplies, though some shared resources will be encouraged as need be.
4. No overburdening the wireless network with huge downloads/bit torrent etc. and NO illegal activities.
5. All members must check in with the main office or with a VAE staff when possible, upon arrival and "sign in" by initialing the PrintRoom calendar.
6. Long Term Members have access to limited storage. Arrange this with VAE staff. Short Term Members and drop-ins must pack it in and pack it out.
7. The studio should be left in the same way that you found it. Dishes washed, coffee pots empty, desks cleared etc.

Any questions, concerns and suggestions are encouraged and can be addressed in person, e-mail (below) and by phone.
Amy Anselmo, Co-working Space Manager...amyanselmovt@gmail.com 802.445.5280
Matthew Perry, Director…….....….matthewvae@comcast.net 802.442.5549, Fax: 802.681.4475
Lindsey Anderson, Program Manager…….....…infovae@comcast.net

Co-working Fees

Minimum of 1-month membership for Long Term Members

* Daily Drop-In…$15
* One month stay… $120 mo.
* Three month stay…$100/mo.
* One year stay… $75/mo.

All membership registration forms are to be completed and payments are due on or before the start of the membership. We take Visa, MC or Checks made payable to Amy Anselmo.

MAIL or Drop OFF REGISTRATION FORM AND PAYMENT TO
Amy Anselmo/VAE P.O. Box 725 North Bennington, VT 05257
**See website for withdrawal policies and additional information www.vtartxchange.org

NAME _____

ADDRESS _____

PHONE # _____

EMAIL _____

MEMBERSHIP (please circle one) $120/1month $100/month, 3 months
$75/month, 1 year $15/day-drop in fee for laptop users

TOTAL PAYMENT DUE $ _____

Date/SIGNATURE _____