

## **Membership Dues:**

Membership requires first and last months dues paid in advance. The last month's dues will be used to pay your last month of membership. This is not a deposit and is not refundable. Membership dues need to be paid by the first day of the month. If dues are not received within 5 days of the due date your last month's dues will be applied and your membership will expire at the end of that month. If you are renting a private office or reserved desk and you do not pay within the 5 days we will assume you are terminating your membership at the end of the month and your office or desk will be made available to another member once your membership expires. We do not pro-rate membership dues. If you plan to discontinue your membership please let us know with at least 30 days of notice in writing and we will apply your pre-paid last month's dues to your last month. Your last month's dues are not refundable so please plan accordingly.

If your dues are not in by the 5th you will be charged a late fee and you may lose your membership. Late fees are assessed at 10% of your membership rate or \$25, whichever is greater, starting on the 6th of the month. If you are giving your 30 day notice and you have a past due balance, any monies owed are due immediately upon giving your 30 day notice or you will forfeit your last month's dues. Please pay on time or let us know if there is an issue.

**Communication is key!** If your membership expires due to non-payment and there is a waiting list for new members you will be placed at the bottom of the waiting list. Parking passes must be turned in at the conclusion of your membership. Lost parking passes will result in a \$65 replacement fee, lost keys will be charged \$25.

Membership dues can be paid with cash, card, check or money order made out to Eugene Mindworks. Card payments will be charged an additional 3% to cover processing fees. Returned checks will be assessed a \$35 fee.

## **Pre-Pay Discount and Terms**

You may pre-pay your membership dues for 6 months or more at a time to receive a 10% discount. *Pre-paid dues are not refundable so please plan accordingly.*

If you would like to do this option please let Jill know ahead of time so she can create an invoice for you.

If you change your membership level you will need to fill out a new membership form so we have the updated information and dues rates on file.

## **Membership Types and Add-ons**

Day use - Includes coffee and day time access, does not include use of the conference rooms.  
\$35/day

Weekly rate - Includes coffee and day time access, does not include use of conference rooms.  
\$140/week

Flex desk - Unlimited hours drop in desk use. Includes 4 hours per month of conference room use.  
\$275/month

Network Membership - Access to special member only rates and discounts. This membership type does not include use of the space unless you are renting a conference room.  
\$45/month

Private office - Unfurnished. Includes 4 hours per month of conference room use. Prices vary, but start at \$550/month, plus \$250 refundable deposit.

- Complete desk setup: desk and chair \$200/year
- Flex desk table for your office \$60/year
- Extra chair \$60/year
- Additional member for private office \$20/month
- Weekly cleaning includes trash, recycling and vacuuming of your office. \$75/month

Suite # for mailing purposes - add on to Network, Flex Desk or Private Office Membership  
\$35/month

Parking pass - limited supply \$25/month

1 Gig Hard line for internet/VOIP (limited availability) - \$30 one time setup fee + \$65/month

Additional conference room hours may be purchased for:

\$25/hr Network Members

\$20/hr Flex and Private Office Members

Conference room hour packages are available at even more of a discount for all members. These hours are prepaid for the month. Hours do not carry over to the following month.

Packages are as follows:

Add 5 hours - 10% off member rate

Add 10 hours - 15% off member rate

Add 15 hours - 20% off member rate

All memberships are month to month.

### **Private Offices:**

Private offices require first and last month's dues paid in advance as well as a \$250 refundable cleaning deposit. All memberships are on a month to month basis. Feel free to make your office your own, but please no painting or heavy items on the walls. Please use modest hangers for any pictures and other decor you would like to hang. If there is painting, wall repairs and any other cleaning (including carpets) or repairs at move out it will be deducted from your deposit and or billed to you.

Private office members are responsible for taking out your own trash and recycling unless you have added office cleaning to your membership (\$75/month). **Do not empty your trash into the bathroom, kitchen or other community trash bins.** There are facilities behind the building for disposal.

Eugene Mindworks is an office space meant for office use.

Meeting rooms and private spaces are not to be used as a living space. Doors can be closed or locked for privacy, but private spaces must remain accessible to staff and leadership. (If this poses a security or privacy risk please talk to us ahead of time and we can work something out)

**All memberships and 24/7 access is a privilege not a right, and can be revoked at the discretion of community leadership.**

If you have additional people that will be using your office they will need to be added as additional members, fill out the membership form and pay the additional member add on fee (\$20/month). This will give them access to the conference room calendars, the after hours door lock app, and an additional key.

Once you give your 30 day notice your office must be available for showing.

### **Conference room use:**

Memberships include a certain number of conference room hours. Members may use the conference rooms for their personal/business meetings. Additional hours may be purchased at the special members only rate (see above) or a pre-paid package as described above. Events that are open to the general public need to be approved and require a \$300 refundable cleaning/damage deposit.

Use of the conference room at member rates must be for member's own use. Only member's business or organization are allowed to be represented in events in the conference room. Example, if your friend needs a space to host an event that they are organizing you cannot book the conference room for them. They must book it themselves and pay the deposit and non-member rate. We are happy to consider requests for sponsored events. Please see the

section on Sponsorship for more details. Non-members will need to pay a deposit and the regular non-member rates.

Members do not need to pay a deposit for events that are not open to the general public, however, use of the conference room includes leaving it the way you found it. Please make sure to **clean up any messes, return furniture to its original position, wipe down tables and turn off any equipment** you may have used. Please dispose of your own trash in the dumpsters located behind the building. There is a vacuum and other cleaning supplies available to you in the lunchroom. **If the conference room is not cleaned you will be charged a \$50 cleaning fee plus \$30/hr cleaning charge.** Carpet cleaning for spills and stains may be extra. **Please just clean up after yourself!**

You must reserve the conference room and have your event listed on the Google calendar with your business name and the name of the event. Your reservation should look like this: BUSINESS NAME - INTERVIEW or BUSINESS NAME only is fine if you don't care to share the nature of your meeting on the calendar. You can specify if it is an event that is open to other members if you like. If you'd like us to let other members know about your event please email details to [service@eugenemindworks.com](mailto:service@eugenemindworks.com). **If you need to cancel your event please remove it from the calendar 48 hours in advance of the event so that other members know the room is available.** Conference room hours that are on the calendar are used to assess any fees you may owe. **You should not be in a conference room unless you have reserved it on the calendar.**

When using Conference Room #1 for an event please use the direct entrance at the top of the stairs and keep doors to the rest of the space closed. Do not prop open the front doors. Guests may use the restroom but please do not allow your guests to wander around and/or use the coworking space. Community spaces are not to be used for your event unless previously approved. Please be respectful of others who may be working here and keep the noise level reasonable.

There are 50 folding chairs available to use as well as the conference table and conference chairs. You are welcome to move things around as you need just make sure to put the conference table and chairs back and leave things the way they were when you are done.

The monitor is connected to a computer. You can give presentations via a usb drive or get online using the main computer.

There is also a DVD player, projector and a portable PA system (microphone and speaker). If you would like to use any of this equipment please ask ahead of time so we can make sure it is available to you. The DVD player is already in the conference room ready to use but we keep some of the other equipment put away. Just ask Jill if you need anything.

**DO NOT EVER DELETE ANOTHER PERSON'S EVENT FROM THE CALENDAR!**

If you don't want to see Mindworks events on the calendar you can hide it but you should never delete another member's event as it deletes it across the whole calendar.

If you have any additional questions or need help, feel free to ask.

### **Mini Conference Room**

This room is available both as a reserved meeting space and for drop in. If you have a brief impromptu meeting, a private phone call you need to make or a conversation that might be disruptive to others working in the community space, you may drop in as long as someone else hasn't reserved it. You must check the calendar to be sure. It is not intended to be used as a private working space for long periods of time. Please limit your time so that others may have access to this space as well.

### **Events and Community Space Rental**

Occasionally the community working space will be used for an event. This helps support Eugene Mindworks and brings exciting events to our space, which in turn brings exciting people to our space making great things happen! **We will always give you notice (so please read your emails!)** and accommodate your needs as much as possible. For many events you will receive free or discounted access if you choose to attend.

If you are interested in renting the space for an event please let us know! We offer members a discounted rate to use this space and love to help events that are open to other members and the community.

### **Parking and Bicycle Storage:**

There is free 3 hour client parking available in the lot on the corner of 5th and Pearl, diagonally across from the Mindworks building and behind Steelhead Brewery. These lots are intended for your clients, not for members.

For all day parking, members may purchase a parking pass for \$25/month to park in the OSLC lot across the train tracks. We have a very limited amount of these discounted passes. These passes are good for parking in any unmarked space. Please do not park in the spaces designated for OSLC or any other business. Check with us to see if we have passes available.

We offer bicycle storage inside the coworking space, by the lockers on the Library side. There are also bike racks in the hallway between Cornucopia and Tap and Growler as well as on the sidewalks.

### **Eugene Mindworks Computers:**

These computers are provided for your convenience. Adobe Creative Suite is available for your use. Please use them respectfully and keep them where they are.

### **Printing/Copying**

The printer and scanner are provided as a convenience and not meant to be used to print large batches of documents. We ask that you limit your printing to about 10 pages a month or a few pages a week so that we can continue to provide this free service.

### **Wifi:**

Eugene Mindworks has amazing high speed 1 gig fiber internet with seven hardwired routers throughout the space to ensure a strong signal. The password is provided to you when you sign up. However, if you need the password for some reason feel free to ask a fellow member or one of the staff. Also, with all things, there can be issues on occasion. If the internet is not working as it should please let us know right away so we can troubleshoot and call our service provider if needed. If it's after hours and you need help you can call our provider, XS Media and let them know there is an issue. They are happy to help.

[541-338-9000](tel:541-338-9000)

### **Lockers:**

Lockers are available to members for free day use. If you'd like a dedicated locker you may rent one for \$12/month. We also have cabinet space available for \$20/month. Please bring your own lock. We cannot be held responsible for the contents left in the lockers.

### **Security:**

Eugene Mindworks takes security seriously. We want to provide a space that is welcoming and safe for our members and their belongings. We have a phone app entry system that is kept locked after hours and on weekends. If you are a current member in good standing you will receive the 'welcome access' email with instructions on how to set up your account. The app entry is for members only. Please do not let people in if they do not have access to do so themselves, unless they are there to meet you. If other members are trying to get in and they do not have the access, they need to contact us to receive it. This will help keep our space secure and safe for everyone. We have also installed security cameras. These measures are taken to protect our members, their belongings and our space, however, we cannot be held liable for your items. Do not prop doors open that should be locked including the back or front doors. The side door with direct access to the conference room may be propped open with the provided door stop while your event is happening. Please make sure to close it when you are done.

### **After Hours Access:**

The front doors are open between 8am-4pm Monday - Friday. Members are given access through the door lock app, to use space after those hours. The only limitation to this is there is a metal gate that blocks off the stairwell and elevator. If you are in the space when the gate gets closed (usually not until after 11pm weekdays and later on the weekends) you can still exit out the back door. If you need to be able to enter the facility when the gate is down please talk to Jill.

### **Community Space Use - Noise/Phone/Pets/Fragrance:**

The community space is primarily available for Flex Desk members. If you are a private office member you are also welcome to use the space. It's a great way to get out of your office for a change of scenery and maybe meet some fellow Mindworks members.

If you are having a client meet you here they are welcome to wait either at the front entryway or in the lounge area.

Please be respectful of other members who are working in the space and keep the noise level to a minimum. If you need to make a long phone call you are welcome to jump in the small conference room to do so as long as it hasn't been previously reserved.

The Plaza is the larger community space and considered the busier/louder of the two community spaces. This space you can feel welcome to have a conversation or make a phone call.

The Library is the quiet zone and intended to be for those who need a less busy and quieter space to work. As a Flex or Private Office Member you are welcome to use either space but please keep in mind the intention for noise level on each side. We can't guarantee noise level but we hope by having two spaces gives people enough space and options to find a spot that works best for your preferences.

Pets are not allowed in the space unless you have a pet deposit on file and only in private offices. Service animals are allowed but the owner is responsible for cleaning up any pet hair or other messes and/or covering expenses for cleaning.

Please no heavy fragrances as many people have allergies/sensitivities.

### **Connecting with other members and ongoing events:**

We use a chat program called [Slack](#) to make it easy for members to connect. The link to join is included in your welcome email. Please use it to connect with other members, make lunch plans, ask questions or just share something funny with fellow members. You are welcome and encouraged to let people know what you're working on, if you're hosting any special events, etc. We will also use this to make announcements.

Eugene Mindworks Members Facebook group:

Feel free to share your passions and promotions here, introduce yourself and connect with our community.

<https://www.facebook.com/groups/EugeneMindworks/>

Meetup.com Group:

<https://www.meetup.com/Eugene-Mindworks-Coworking-and-Business-Incubator/>

### **Grow Your Business**

Resources: Online Business Accelerator, Business Resource office, workshops, events, networking,

### **Signage, Promotion and Directory Promote Your Business and Events!**

We want to support your business and help you get the word out! Here are some promotional opportunities available to you.

Meetup.com

Meetup.com Group:

<https://www.meetup.com/Eugene-Mindworks-Coworking-and-Business-Incubator/>

We know how important it is to be seen and to be easy to find for your clients. We will list your business on our website members page if you send us your information. If you'd like, you can also email us a short description on what you do, what you're working on and why you're excited to be a part of Eugene Mindworks along with a photo and logo and we can do a announcement on our Facebook page. We can also do a member spotlight piece in our email newsletter. Please email [service@eugenemindworks.com](mailto:service@eugenemindworks.com) if you'd like to submit your info.

We rotate promotional space in the lobby. If you're interested in taking advantage of this opportunity please let us know. You are welcome and encouraged to place your business cards or brochures on the front desk.

We will continually work on providing creative exposure opportunities for our member businesses. If you have suggestions or questions feel free to let us know!



Please do not post any signs, posters or promotions in doors, windows or on the exterior of the building (including the sidewalk). We provide a frame for private offices to place their sign in, next to their office door. If you would like more signage it needs to be approved and will be on an extremely limited basis. We cannot offer individual signage for all our members. If you have any questions please ask. You're welcome to post upcoming events/promotions on the cork board.

## **Mail**

You can opt to have your mail delivered here by having a suite number assigned to you/your business. There is an additional fee and suite numbers are limited. Please inquire if you are interested. Mail will either be handed out to you or it will be at the front desk for you to pick up.

## **Lunch Room**

The lunch room has all the usual amenities available for your use including a microwave, refrigerator, sink, some dishes, plus some nice extra features.

There is a lovely Garden Tower that provides fresh salad greens and there is a variety of salad toppings and oil and vinegar available as well. Please help yourself!

We are pleased to offer free locally roasted coffee brought to you by [Voyage Coffee Roasters](#). We will have coffee available in the morning. There is an electric tea pot and a variety of loose leaf teas to enjoy. In an effort to reduce waste we do not provide disposable cups. Bring your favorite mug!

We provide fresh half and half in the refrigerator. There are a variety of condiments available on the counter next to the microwave as well.

Please feel free to store food in the refrigerator/freezer but please label and date everything so we can help keep it clean and stink free. **Please make sure to clean out old items** and dispose of anything stinky in the dumpster so the space doesn't start to smell.

Please enjoy the chalk wall, share a message or an inspiration, take a break from your day with some Trivial Pursuit or relax with a cup of tea.

## **Front desk**

If you are expecting someone who has not been here before please be available to meet them by the front door. If we have someone sitting at the front desk they will greet and direct visitors, however, there is not always someone there so please be available.

### **Desks and office furniture**

Flex desk memberships include use of a desk and chair. Please do not take furniture from the coworking space or conference room for your private office. If you need additional furniture or a desk set up for your private office we have desks and chairs available for an annual fee. Please inquire to find out what we have available.

### **Trash and Recycling**

Coworking space trash and recycling will be taken out each week as needed. If you have a private office you will be responsible for taking out your own trash and recycling, unless you have added weekly cleaning service to your membership. There is a dumpster behind the building for you to use. Please do not empty your trash in the bathroom or other community space trash cans. If something you are throwing away doesn't fit in the can please don't just leave it next to the can. Take care of it. Please help us keep the space clean and inviting for all our members and guests.

### **Facilities Management**

Although rare, there may be times that we need to enter your office or move desks in the community work space for maintenance and/or facility management purposes. Only Eugene Mindworks and professional maintenance personnel will be allowed to enter the private offices in this case. We take your privacy and security seriously and will always work to minimize any disruption. We appreciate your understanding.

### **Smoking and Fragrances**

There is no smoking (this includes vaping) in the building. If you smoke outside, please move away from the stairwell as the smoke tends to rise up and the smell lingers in the stairwell long after the smoker is done.

Please be considerate of your use of heavy fragrances as many people have sensitivities and allergies to heavy perfumes. You smell great just the way you are!

### **Move Out, Cleaning Fees and Procedures**

To keep membership prices low and continue to provide an exceptional work environment, we ask that everyone do their part to keep the space clean and professional. We ask that community spaces and, when moving out, private offices, are left clean and put back the way they were. This includes any holes in the walls, carpet cleaning that might need to be done, wiping down window sills, etc. Community spaces and private offices that need cleaning or repair will be charged a flat rate of \$50 plus \$30/hour cleaning fee to the member responsible.

**If you decide to move out, please give us at least 30 days notice so we can apply your last month's dues to your last month. Last month's dues are not refundable so please plan accordingly.** You will need to return any keys, parking passes and other property that belongs to Eugene Mindworks upon move out. If you are a private office member any deposit amount that is owed back to you will be refunded to you within 30 days. Please make sure to leave us a valid mailing address so we can send it to you in a timely manner.

If you give your 30 day notice and cannot be out by the end of the 30 days you will need to pay the previous month's dues and start your 30 day notice over again. If someone else has already reserved your office we will need to work together to figure out a solution. We are happy to work with you if we know what your needs are. Communication is extremely important if you have circumstances that require a change in plans.

#### **Vacation Status:**

If you are going to be out of town and need to put your membership on hold you may do so with 30 days notice. This is only available for flex desk memberships. Memberships may be put on hold for up to 3 months in one calendar year. This means you can keep your suite number and your last month's dues without having to cancel and re-sign up. Please let us know at least 30 days in advance if you will need to put your membership on vacation status.

#### **Sponsorship Opportunities**

Eugene Mindworks is open to sponsoring events in our space to help bring valuable content and events to our community.

Sponsorship requests should be made at least 4 weeks prior to the start of your event.

Your digital and print materials should include our sponsored logo three weeks prior to the start of your event.

We ask that a members only discount be made to all members of applicable.

Sponsor benefits include:

- Venue discounts
- Social media, website and email promotion of your event.
- Direct promotion to our members

- Print materials made available to the public at Mindworks

Eugene Mindworks strives to support our business community in many ways. To continue to develop programs and services, we are looking for partners who want to offer support and be a part of growing these programs.

Current sponsorship opportunities include:

Founders Startup Office

Rural Entrepreneur Program

Business Resource Office

For more information please contact owner and operator, Aloma Murray at [aloma@eugenemindworks.com](mailto:aloma@eugenemindworks.com)

## **Building Community**

We are passionate about building community and supporting each other in business and otherwise. We offer several options for you to promote your business and connect with other members. We host various events, workshops and seminars throughout the year and encourage you to participate and build your community. Community is a huge value of being a part of our space! See below for member discounts, many are from fellow Mindworks members and the surrounding community.

If you have input, comments, questions, or ideas about how we run the space, services and/or events you would like to see or anything else, please don't hesitate to reach out. We love having you here and we strive to create a collaborative space that is supportive and encouraging for all our members and their businesses. Member input is a crucial part of that! Email, text, call or come by!

## **Member Photo Display**

Please email us a photo and provide the following information so we can include you on the member wall! It's a great way to see who's here and what people do. Send to [service@eugenemindworks.com](mailto:service@eugenemindworks.com)

Name:

Business:

Job Title:

Hobbies/Interests:

## **Coworking and Community Space Upkeep:**

Our goal is to provide an inviting and inspiring place to work, network and grow your business. We believe communities that work together grow together. We believe that building a strong network between entrepreneurs, creatives and other doers and makers is a powerful thing! We want Eugene Mindworks to be much more than a physical space. We hope you find friends here, we hope you find support here.

Please help us keep the space clean and inviting for everyone.

Little things like leaving your desk clean for the next person, making sure you clean your dishes or wipe up if you spill your coffee, these things help keep our space looking nice and professional. We recognize that everyone is busy but please leave the space clean and ready for your fellow members to use.

Here are some regular tasks that need to be done:

Spill something? Wipe it up!

Wipe down your desk when you're finished using it.

Straighten the pillows and wipe the glass table off in the mini conference room when you're done.

Do your dishes right away. **Do not** leave your dirty dishes in the sink. If you cannot wash it right away take it with you.

Clean out old food in the fridge - keep up on your own stuff and if you notice that something has been in there for a long time or is obviously gone bad please throw it away.

There are cleaning supplies located in the cupboard below the sink for everyone to use. Please help us keep our space nice and clean for everyone's enjoyment.

## **Member Benefits and Discounts**

This is a list of discounts and benefits available to current members of Eugene Mindworks. Listings with an \*asterisk are members here at Eugene Mindworks. If you'd like to offer a member discount just let us know! Enjoy!

\*[Connexus Conflict Management](#) - Mediation services \$100/hr members (reg \$150/hr)

[Herman Miller](#) - Contact [Anthony Pepe](#) for ordering and discount information

\*[Highwire Coffee Roasters](#) - wholesale prices via the website - contact [John](#) for access  
[Inn at the 5th](#) Ask for the Eugene Mindworks Corporate rate. Call 541-743-4099

\*[Limelight Department](#) - 10% off services

[Mudra Yoga](#) - 10%

\*[Stacey Smith Law](#) - 15%

\*[Stop Drop and Yoga](#) - weekly discounted yoga sessions every Wednesday 12pm

[Tap and Growler](#) - Just downstairs! Food and drinks. 10% off.

[Voyage Coffee Roasters](#) - Locally roasted. Email for discount pricing. Delivery to the office every other Monday [info@voyagecoffee.com](mailto:info@voyagecoffee.com)