

# Coworking Community Guidelines

## Coworking @ The Innovation Lab

Welcome to our coworking community. These guidelines keep our coworking community running smoothly for everyone. Please do your part to make this a place where everyone is healthy, respected, supported, and happy!

**Cleaning & Sanitization** - to promote health and safety we ask coworkers to wipe down desks, counters, chairs, whiteboards, and markers after each use. Clean up any messes you happen to make. Please use the cleaning supplies provided in each Innovation Lab.

**Preferred Parking Areas** - may be indicated for your Innovation Lab.

Dubuque, IA - please park on Harrison St. (around the corner to the left) or Main St. first to leave spaces open for Creative Adventure Lab guests. The short walk helps keep you healthy!

Cascade, IA - there is free on-street parking throughout downtown. Please leave the space in front of the Innovation Lab open for Dupaco customers.

Dyersville, IA - there is free on-street parking on 1st Ave and adjacent streets around the Innovation Lab

Independence, IA - there is free on-street parking and a large parking lot behind the Innovation Lab.

**Door Access** - you will be provided a door access code, tied to your coworking plan to access the coworking space. In locations where it's required, an elevator is available. If you need it please ask for assistance.

**Coworking Hours** - We have 3 plans available for coworking to meet your needs.

Flex Plan hours are 8a to 6p. Please plan your work to end at the closing times.

Flex+ Plan hours are Monday-Friday 7a to 10p. Please plan your work to end at the closing times.

Desk Plans (and private offices where available) include 24/7 access.

Day Passes - day passes are available Monday-Friday 8a to 6p; Saturday & Sunday 10a-4p. The daily rate is \$19. Day Passes may be obtained with 24 hours advance notice. Book a Day Pass at [innovationlab.us/coworking](https://innovationlab.us/coworking).

**Guests** - the intent of the coworking space is to provide a place for you and your business to thrive and grow in a supportive community. With this in mind, we ask that coworkers limit guests in the coworking space to meeting rooms or collaboration spaces for the duration of the meeting only. A day pass is available for \$19 with 24 hours advance notice if you plan on your guest staying beyond your meeting time.

Meet your guests at the Innovation Lab Door to let them in, they can exit anytime on their own.

**WiFi** - find the current wireless network names and passwords on the Wifi signs displayed throughout the facility.

**Mailing Address** - Coworkers who have purchased Mail Service can use the address for the Innovation Lab to receive mail (included in Flex Plus & Desk plans). Ask the Innovation Lab Manager to set up mail service & assign a mailbox. Innovation Lab location addresses are:

Dubuque, IA address - 210 Jones St. Suite 200, Dubuque, IA 52001

Dyersville, IA - mail service is not available

Cascade, IA - mail service is not available

Independence, IA - mail service is not available

Coworkers are responsible for ensuring mail is forwarded to their new address upon termination of their coworking agreement. Any mail received after ending your coworking plan will be recycled.

**Printer** - we do not have printing services available.

**Campsite Rules Apply** - leave things better than you found them. Please help keep things tidy in any space you use in the building including meeting rooms, huddle rooms, project tables, the kitchen, and phone booths.

**Supplies** - you are responsible for your own office and meeting supplies. If you notice we are low in supplies for restrooms, coffee stations, kitchen areas, or whiteboards, please let us know using the "report an issue" function on your member page.

**Storage Lockers** (in some locations)

Flex plan coworkers take your supplies & equipment with you when you leave each day. For your convenience, storage lockers are available for rent on a monthly basis. Ask the Innovation Lab Manager for details.

Desk plan coworkers - may leave your supplies & equipment in your workspace. Storage lockers may also be rented on a monthly basis if you want more space.

**Whiteboards** - wipe off the whiteboards when you are done using them. Throw away “dead” whiteboard markers when you find them and let the Innovation Lab Manager know if you need more using the “report an issue” function on your member page.

### **Emergency Procedures**

If an emergency occurs, Please notify the Innovation Lab Director immediately.

Eric 815-281-0061 or Jordan 563-556-0117

Fire - in case of a fire, follow exit signs out of the building. Fire exits are clearly marked in each location. Once you exit, gather to check in with fellow coworkers to ensure everyone is accounted for and safe.

Tornado - in case of a tornado warning, gather in the lower level of each location away from any windows or exterior doors.

## Communication

We like to keep you up-to-date on all the Innovation Lab activities and events.

**Email** - watch your inbox for on-the-fly updates.

**Member Page** - log into your member page to:

- Book Meeting Rooms - view availability & book Huddle Rooms & Innovation Spaces
- Update your profile information
- Update your payment information or change your plan

### **Email the Innovation Lab Manager**

Dubuque, IA - Danielle Stowell [dms@wickedriverevents.com](mailto:dms@wickedriverevents.com)

Cascade, IA - Eric Dregne [eric@innovationlab.us](mailto:eric@innovationlab.us)

Dyersville, IA - Cindy Oberbroeckling [cindy@dyersville.com](mailto:cindy@dyersville.com)

Independence, IA - Eric Dregne [eric@innovationlab.us](mailto:eric@innovationlab.us)

Monticello, IA - Eric Dregne [eric@innovationlab.us](mailto:eric@innovationlab.us)

## Reserving Huddle Rooms & Innovation Spaces

Sign into your [coworking member portal](#) to reserve Huddle Rooms & Innovation Spaces.

**Huddle Rooms** - can be reserved for groups of 1-3 people. Huddle rooms can be reserved for 1-2 hours for meetings, calls, or short periods of focused work.

**Innovation Spaces** - can be reserved for either a half-day or a full day. To make a reservation & get information visit <https://www.innovationlab.us/account/member-perks>. Then log in to the Member Portal. Click the Reserve a Room tab to start your reservation and follow the prompts.

## Be Kind and Respectful

The Innovation Lab should be a welcoming space for everyone. If you observe or experience any behaviors that concern you please report them to the Innovation Lab Manager for your location or the Innovation Lab Director. There is zero tolerance for discrimination, harassment, or violence. Taking physical property, intellectual property, or information without permission is never ok.

**Privacy** - be respectful of each other's privacy. Coworking means working together, and collaboration is a value we share.

**Phone Etiquette** - use headphones vs. speaker phones when taking & making calls or video chats on the fly. Reserve a huddle room or hop in a phone booth for longer calls or conference calls.

**Do Not Disturb** - headphones are the official "do not disturb" sign in any coworking space. Put yours on to let people know you are deep in thought (even if you aren't) or leave them off to let people know you are open for collaboration.

**No Smelly or Dangerous Things** - please be thoughtful about foods and other scents you bring into the coworking lab. There is no smoking allowed on the property. Alcohol is only allowed at Innovation Lab-authorized events. Drugs and weapons of any kind will not be tolerated on the premises.

**Background Checks** - may be done if we need to in order to keep things safe and preserve the mission of the coworking space. We intend to do them in all cases if you will be teaching, mentoring, or working with children in any capacity.

## Kitchen & Coffee Stations

Help us keep the Kitchen and Coffee Station areas clean & ready for the next person.

**Refrigerators** - use refrigerators to store your lunch, snacks & drinks for the day. Take home leftovers at the end of the day. Each refrigerator will be emptied at the end of each week on Friday.

**Coffee Stations** - coffee keeps us going! Help out by filling the Keurig with water, wipe down counters, spills and please don't leave your cups behind. Wash them after use and keep them at your desk. NEVER leave dirty dishes or cups in the sink.

**Cups, Plates & Utensils** - use reusable whenever possible! Bring your own water bottle, favorite coffee mug, plates & utensils. Clean and dry them so you can keep them with you. Please don't let them stack up on the counters and never leave them in the sink.

