



## Ti-Works Co-Working Space Guidelines & Pricing

**ABOUT US:** The Ti-Works Co-Working Space is a joint venture between the Ticonderoga Revitalization Alliance and Mary Sears/Anthony Mazzotte LLC, the landlord of 174 Lake George Avenue. The space includes eight desks, each furnished with an office chair, a conference room with a whiteboard and seating for six people, a privacy room with a desk, and a common lounge space. Users will have access to a color printer/scanner, kitchenette with refrigerator, coffeemaker, microwave, broadband Internet service, and an ADA accessible bathroom. There is also excellent cell phone reception for all carriers from anywhere in the space.

The space is meant to be a shared workspace for individuals that are either working remotely from their headquarters/offices or self-employed individuals that need a quiet, professional location from which to work. This can take the form of a dedicated desk rented on a monthly basis, to weekly rentals while visiting the area, to drop-in hourly usage of the space, and everything in between.

Ti-Works walls showcase a variety of art, for sale, by local artists. Our staff can provide more information.

### PAYMENT

Payment is made in advance by credit card via the Ti-Works website.

### Rates

- **Monthly full time reserved** (dedicated desk) **\$200/month**
  - Includes use of conference room.
- **Monthly non-dedicated** (unlimited services use) **\$125/month**
  - Desk on availability. Includes use of conference room.
- **Weekly** (reserved in advance/dedicated desk) **\$60/7 days**
  - Includes use of conference room.
- **Daily Desk** (available on 1<sup>st</sup> come, 1<sup>st</sup> served basis) **\$15/day**
- **Privacy Room** (dedicated room & desk) **\$30/day**
  - Separate room with a closing door.
- **Conference Room** (reserve on the calendar) **\$10/hour**
  - By the hour (If not a contract Ti-Works User).

**Note:** If you need to cancel a reservation and do not rebook the time on the calendar, please email Claire Burns at the address below to receive a refund of your payment.

### ACCESS TO TI-WORKS

Once you have made your space reservation, you will be given an access code to unlock the front door. This code will be active for the period of your reservation and assigned only to you. The space is accessible 24 hours/day. Please do not share it with *anyone* else. If you have difficulty accessing Ti-Works with your code, email Claire at [claire@ticonderoga-alliance.org](mailto:claire@ticonderoga-alliance.org).

*Ticonderoga Revitalization Alliance is a not-for-profit, local development corporation whose mission is to restore economic prosperity in the Ticonderoga region by serving as a catalyst for innovative ideas and resources, and for public-private partnerships and investment opportunities.*

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## TI-WORKS CO-WORKING SPACE RULES

We have very few rules, but we are adamant about them.

- 1) **Be kind and considerate of others.** People are here to get work done. While camaraderie is encouraged, please be considerate of any noise or distractions while others are working. Also if you use the last of the paper, toilet paper, or the ink needs replacing in the printer, restock it. And don't steal other people's food from the fridge. Bad form.
- 2) **Respect the space.** Please treat this space and its contents better than you would treat your own. Keep the kitchenette clean, the toilet paper stocked, and the fridge free of science experiments. It represents someone else's hard work that made this project possible. It would break their heart if it was abused.
- 3) **If something breaks or needs attention,** please email Donna at Ti-Alliance to let her know. No blame. Things wear out, accidents happen, systems need attention. We just need to be able to keep everything in good shape.
- 4) **Pay Up.** This workspace needs to be self-sustaining. Everyone needs to pay their share so that it continues to be available to those that need it. Payment is on an honor system and we would love you to extend your time with us. But please don't abuse our trust.

## TI-WORKS CO-WORKING SPACE COVID-SAFE PROTOCOLS

The safety of everyone in this workspace is our number one concern. People working here may be especially vulnerable or be protecting others that are vulnerable. ***Our staff is fully vaccinated.*** Above all, please be respectful of others.

1. **All users must be vaccinated and show proof of vaccination either:**
  - a. directly to staff on their first day using the space OR
  - b. by emailing it to Claire at [claire@ticonderoga-alliance.org](mailto:claire@ticonderoga-alliance.org) in advance.
2. **You may not enter Ti-Works if you answer YES to any of these questions:**
  - a. You have tested positive for COVID-19.
  - b. You have been in close proximity to ANYONE who has been exposed or tested positive for COVID-19.
  - c. If you have had any symptoms of cold or flu including sneezing, coughing, sore throat, headache, stomach upset, muscle pain, fever, shortness of breath, chills, diarrhea.
3. **To regain entry to Ti-Works,** you must quarantine for 14 days and provide documentation of a negative test after your quarantine.
4. **You must wear a mask or face covering** when entering the facility, and at all times when moving about the facility. You do not need to wear a mask when working at your desk space.
5. **Sign in** on the sign-in sheet beside the door.
6. **Take your temperature** upon entering. If you are running ANY fever, you may not enter. Refunds gladly provided.
7. Use a disinfecting wipe to **wipe down your workspace and chair** at the end of each day. You may not be the next person to use that desk.
8. **Sign out** on the sign-in sheet beside the door at the end of the day.
9. **Turn off the lights** on your way out and **lock the door** if you are the last one out.
  - a. Hold the # key on the keypad to lock the door and check to make sure the bolt slides into place correctly.