



NEW MEMBER WELCOME PACKET



<https://imaginecoworking.com/>



WELCOME

About

We believe collaboration and innovation go hand in hand, so we set out to create IMAGINE, a different kind of co-working space tailored to the success of all the thinkers, doers and makers in our local community. Whether you're an established business looking to grow, or an intrepid entrepreneur just starting out, at IMAGINE we have something for you. Our member amenities include access to a kitchenette stocked with coffee, tea, and soda

As a member with your own private office, you will enjoy coffee, tea and soda, free Wi-Fi, plus printing, copying and scanning. We offer long-term and short-term leases to fit your business's needs, and unlike most lease arrangements, all utilities are included as well. Ideally located off of I-285 and close to Midtown, Buckhead, and Downtown, our offices offer you easy access to your home and your clients. Your private office is accessible 24 hours a day and has its own key to ensure your privacy.



AMENITIES

Here at IMAGINE Coworking, we want our members to have an excellent work environment that suits their needs. We developed our amenities with our members' needs at the forefront of our minds.

IMAGINE is the perfect space for small business owners. While IMAGINE is not only a great space to get work done, but you are also able to connect and network with likeminded individuals. While taking a break, you can grab a coffee with other members within this coworking community. IMAGINE does not have a set niche or industry for our members to be a part of. Part of the beauty of a coworking space is the opportunity to create a network that can be beneficial for your own business.

As a coworking space, the main priority is to get work done. IMAGINE offers the ability to work hard and play hard. With our game room, you can take a quick mental break before getting back to the grind.

- 24/7 Access
- Free Coffee & Tea
- Community Kitchenette
- Free Parking
- Unlimited B&W Printing
- High-Speed Wi-fi
- Mail Services
- Member Events (at our Kennesaw location)
- A Community of Like-minded Individuals

Member FAQ

ANSWERS TO OUR MEMBERS' FREQUENTLY ASKED QUESTIONS

What amenities are included in the membership?

- 24/7 access, high speed Wi-Fi, free soda, coffee & tea, unlimited B&W printing, community kitchenette, mail services, and member events are all included in your membership.

Are there additional costs for amenities and services?

- All of the member amenities are included in your membership fee. There are several optional amenities where additional fees are required. Additional Phone service, Fax to email, Basic website design and development, Basic Locator and Marketing Pages setup.

What type of events are hosted for members?

- Our member events at our Kennesaw location include networking opportunities and community involvement including weekly business accelerator events.

Does IMAGINE offer free parking?

- Yes! Parking is in front, rear, and side of building.

What is my mailing address?

- The mailing address is 2342 Perimeter Park Drive, Chamblee GA 30341. Your mail can be addressed to your business name.

How do I access the building?

- Several days before your first day in the office we will provide an access code for you to use on the keypad to get into IMAGINE Coworking.

How do I schedule my business consultation meeting?

- Through this Calendly link: <https://calendly.com/rkahan/business-consultation-meeting-for-imagine-members>

If I bring a colleague that becomes a member, is there a referral policy?

- If your colleague becomes a member, you receive one free month of Coworking membership.

What is the guest policy?

- Guests are allowed with limited access and need to be pre-approved.

How do I gain access to the Wi-fi?

- On your first day, we will provide you with the Wi-fi credentials.

What is the membership cancellation policy?

- We require a 60-day notice of non-renewal if you have signed a lease for a private office.



OPTIONAL SERVICES (ADDITIONAL FEES DO APPLY)

- PHONE SERVICE (WITHOUT PHONE):
- \$40/MONTH + \$50 ONE TIME SET UP FEE
- PHONE SERVICE (WITH PHONE): \$50/MONTH
- PORT IN A NUMBER (TRANSFER EXISTING NUMBER TO YOU NEW IMAGINE PHONE): \$50 ONE- TIME FEE
- PORT OUT A NUMBER (TRANSFER AN IMAGINE NUMBER TO A NEW LINE/PHONE): \$50 ONE- TIME FEE
- FAX TO EMAIL : \$40/MONTH
- BASIC WEBSITE DESIGN AND DEVELOPMENT: \$500 ONE- TIME FEE
 - ON-GOING UPDATES AND MONITORING WILL BE PROVIDED AT \$50/HOUR
 - \$500 FEE INCLUDES 2 HOURS OF DESIGN CONSULT, 1 DRAFT, AND 1 MODIFICATION
- BASIC LOCATOR AND MARKETING PAGES SETUP: \$500 ONE- TIME FEE
 - INCLUDES GOOGLE BUSINESS, FACEBOOK, INSTAGRAM, AND LINKEDIN
 - ON-GOING UPDATES AND MONITORING WILL BE PROVIDED AT \$50/HOUR
 - \$500 FEE INCLUDES 2 HOURS OF DESIGN CONSULT, 1 DRAFT, AND 1 MODIFICATION

IMPORTANCE OF THE MEMBERSHIP DASHBOARD



MEMBERS WILL USE THE MEMBER SHIP DASHBOARD FOR MANY DIFFERENT ACTIONS :

- SCHEDULE YOUR BUSINESS CONSULTATION MEETING
- VIEWING YOUR ACCESS CODE
- VIEWING MEMBER SHIP EVENT CALENDAR
- VIEW ANY DOCUMENT S REGARDING YOUR MEMBER SHIP
- CHECK BILLING AND INVOICES FOR YOUR MEMBER SHIP

THE MEMBERSHIP DASHBOARD IS ACCESSED THROUGH WWW.BOOKIMAGINECOWORKING.COM AND YOU'RE USER CREDENTIALS.

CODE OF CONDUCT

IMAGINE COWORKING OF ATLANTA IS COMMITTED TO PROVIDING A HARASSMENT-FREE EXPERIENCE FOR EVERYONE, REGARDLESS OF GENDER, GENDER IDENTITY AND EXPRESSION, SEXUAL ORIENTATION, DISABILITY, PHYSICAL APPEARANCE, BODY SIZE, RACE, AGE, CAST, SOCIAL STATUS, OR RELIGIOUS AFFILIATION. WE DO NOT TOLERATE HARASSMENT IN ANY FORM. MEMBERS VIOLATING THESE RULES MAY FACE CONSEQUENCES INCLUDING, BUT NOT LIMITED TO, EXPULSION FROM OUR COWORKING SPACE WITHOUT A REFUND.

THERE IS NO PLACE IN THE COWORKING SPACE OR AT OUR EVENTS FOR LANGUAGE THAT IS OPENLY OR CASUALLY DEGRADING TO A PERSON OR GROUP. ANY WORDS OR PHRASES, NO MATTER HOW SEEMINGLY INNOCUOUS, THAT PERPETUATE NEGATIVE STEREOTYPES AND COMMUNICATE EXCLUSION ARE NOT ALLOWED. SOME OF THESE CAN BE SUBTLE AND SAID WITHOUT ANY ILL-WILL, WHICH IS WHY WE ENCOURAGE MEMBERS AND PARTICIPANTS TO EXAMINE THEIR OWN LANGUAGE AND USE THIS GUIDE AS AN OPPORTUNITY FOR LEARNING.

KEEPING IMAGINE TIDY IS A REQUIREMENT IN MAINTAINING A QUALITY WORKSPACE. WORK AREAS AND LOUNGE AREAS ARE EXPECTED TO BE KEPT CLEAN. THIS MEANS CLEANING UP AFTER YOURSELF THROUGHOUT YOUR WORKDAY SO OUR SPACE CAN REMAIN BEAUTIFUL AND INVITING. ALSO, FOOD STORED IN THE FRIDGE SHOULD BE LABELED WITH YOUR NAME AND DATE.

NOISE LEVEL ETIQUETTE IS ALSO EXPECTED. MEMBERS MUST BE MINDFUL NOT TO DISTURB OTHERS BY BEING TOO LOUD. MEMBERS SHOULD TAKE OTHERS' NEED OF A QUIET WORKSPACE INTO ACCOUNT WHEN DECIDING ON THEIR NOISE LEVEL .

BY BECOMING A MEMBER, YOU ARE AGREEING TO ABIDE BY THESE GUIDELINES. WE EXPECT OUR COMMUNITY TO HELP US CREATE A SAFE AND POSITIVE EXPERIENCE FOR EVERYONE.

IMAGINE COWORKING IS MEANT TO FUEL PRODUCTIVITY AND CREATIVITY IN A COMMUNITY OF LIKE-MINDED INDIVIDUALS. WE WANT ALL MEMBERS TO FEEL WELCOME AND A PART OF OUR COMMUNITY. WE SUPPORT COLLABORATION, KINDNESS, AND POSITIVITY AMONG MEMBERS.

DIRECTIONS TO IMAGINE ATLANTA

FROM THE SOUTH:

1. TAKE I-75 NORTH
2. KEEP LEFT TO TAKE I-85 N
3. TAKE EXIT 95 TO MERGE ONTO I-285 W
4. TAKE EXIT 30 FOR CHAMBLEE DUNWOODY RD/N PEACHTREE RD.
5. TURN IMMEDIATELY LEFT AT THE LIGHT ONTO N. PEACHTREE RD.
6. TURN LEFT ONTO PERIMETER PARK DRIVE AFTER PASSING THE AMOCO/CIRCLE K GAS STATION
7. DRIVE STRAIGHT TO THE END OF THE ROAD, PASS THE ROUNDABOUT TOWARDS THE CUL-DE-SAC AT THE END OF THE ROAD
8. YOU WILL SEE THE BRICK BUILDING 2340 LOCATED ON THE LEFT SIDE OF THE CUL-DE-SAC.
9. TURN LEFT TOWARDS THE BRICK BUILDING 2340 BUT STAY TO THE RIGHT
10. YOU WILL SEE THE BEIGE BUILDING 2342 ON YOUR LEFT
11. PARKING IS AVAILABLE IN THE FRONT OF THE BUILDING AND YOU MAY ENTER THROUGH THE FRONT DOOR.
12. IMAGINE IS IN SUITE 201 WHICH WILL BE THROUGH THE FRONT DOOR, UP THE STAIRS AND TO THE LEFT. PLEASE CALL WHEN YOU ARRIVE IF YOU ARE UNABLE TO USE YOUR CODE.

FROM THE NORTH:

1. TAKE GA-400 SOUTH
2. TAKE EXIT 4A FOR I-285 E
3. TAKE EXIT 30 FOR CHAMBLEE DUNWOODY RD/N PEACHTREE RD
4. CONTINUE DRIVING STRAIGHT ACROSS CHAMBLEE DUNWOODY ONTO SAVOY RD
5. TURN RIGHT ONTO N PEACHTREE RD BEFORE THE ON RAMP FOR 285
6. TURN LEFT ONTO PERIMETER PARK DRIVE AFTER PASSING THE GAS STATION
7. DRIVE STRAIGHT TO THE END OF THE ROAD, PASS THE ROUNDABOUT TOWARDS THE CUL-DE-SAC AT THE END OF THE ROAD
8. WE ARE BUILDING 2342 LOCATED ON THE LEFT SIDE OF THE CUL-DE-SAC
9. TURN LEFT TOWARDS THE BRICK BUILDING 2340 BUT STAY TO THE RIGHT
10. YOU WILL SEE THE BEIGE BUILDING 2342 ON YOUR LEFT
11. PARKING IS AVAILABLE IN THE FRONT OF THE BUILDING AND YOU MAY ENTER THROUGH THE FRONT DOOR.
12. IMAGINE IS IN SUITE 201 WHICH WILL BE THROUGH THE FRONT DOOR, UP THE STAIRS AND TO THE LEFT. PLEASE CALL WHEN YOU ARRIVE IF YOU ARE UNABLE TO USE YOUR CODE.



Got any Questions?



(888) 576-4624



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