### Member Do’s:

1. Tell us when you have a launch, book signing, new issue, etc. so we can promote it in our Pressing Matters newsfeed.

2. Have postal mail and small packages delivered here for you and your penname. We’ll hold them for a month for members in good standing.

3. Drink the coffee, tea, spring water. Use the fridge & microwave.

4. Print up to ~10 pages a day on the Club’s black & white printer.

5. Clean up after yourself. To keep costs down our cleaners only come on Sundays.

6. Move from seat to seat as you please. Adjust chairs & desk heights (when possible) to fit your needs.

7. Enjoy the Club book & zine collection (but don’t remove them from the building.)

8. Tell your friends they can get a one-time, free day pass to try coworking here if they are writers, editors, journalists, audio narrators, poets, illustrators, cartoonists or other writer-types.

9. Know anyone looking for meeting or small workshop space? Please tell them we’re available for rentals. (Rentals pay the rent & keep member fees low.)

### Member Don’ts:

1. We are a quiet space. Don’t take calls or have long discussions in the main rooms. Move to the hallway or ask if you can use an available room with a door.

2. No smoking or vaping on premises, not even in the stairwell or hallway.

3. Don’t consume alcohol on premises unless it’s at an official Club event.

4. Never flirt heavily with or harass anyone on premises. This is not that kind of club.

5. Do not market to or solicit business from other club members except in the course of normal conversation. (No shameless self-promotion.)

6. Don’t sleep here. It’s not a residence.

7. Refrain from wearing strong perfumes/colognes or nuking popcorn & other smelly foods.

8. Please don’t bring kids under 14 here, except for special events when they are specifically invited.

9. Never leave dirty dishes in the sink. Our cleaners only come on Sundays.

10. Don’t do anything unethical or illegal, especially while using our WiFi.