

Everything You Need to Know at The Pantheon

A Guide to Your Coworking Experience

Welcome, Pantheon member! We're happy to have you here coworking with us. Below you will find information about how to best work at The Pantheon, our rules and regulations, and tips to get you started. We recommend bookmarking this link for quick reference. You can always check out the outline if you're looking for something in particular. The Space Manager will have copies of the Operations Manual on-site as well.

NOTE: During COVID, special protocols apply. [Read them here.](#) Mask will be available at the front door, if you forget to bring one. Work stations will be cleaned after each use along with our professional cleaning protocols.

Connect

Make the most of your membership and connect with your new community!

Joining a new community can be overwhelming, and it's not always obvious where to start. One of the huge benefits of coworking is connecting with smart remote workers, entrepreneurs, and freelancers across dozens of industries.

Here's a quick run-down of some ways to engage with your community!

1. Introduce yourself to people at The Pantheon. Feel encouraged to say "Hello, I'm _____, I just joined The Pantheon." Trust us when we say that you don't need to worry about impressing anybody – we just want to get to know you!
2. (Soon to come) Slack channels. Not only do we share important information there, but lots of fun conversations take place, too.
3. Come to events. The ones hosted by The Pantheon are mostly posted, and you can find more in the events channel in Slack and on the monitors throughout the building.
4. Ask questions. It's okay and encouraged to do so! "How do I make more coffee?" "Do you mind if I change the temperature?" "What's the best lunch spot?"
5. Read everything below! Make yourself familiar with the ins and outs, and ask us anything that you can think of in between.

Contact the Team

Is it a weekday? Slack us, shoot an email, or find one of us working at The Pantheon. Have an after-hours emergency? Call/text the staff members listed below.

Pantheon Phone # - (812)886-1146

Nichole Like - Executive Director, (812) 887-4834 nlike@pantheontheatre.org

Bridget Butcher - Space Manager, (812) 766-2914 bridget@pantheontheatre.org

Wi-Fi

We're proud to offer our members a reliable and high-speed internet. We do change the password frequently, for security reasons, and info will be updated below.

Wi-Fi: pantheon

Current password: coworking

Social Media

[Twitter](#) @ThePantheonIN

[Instagram](#) @thepantheonvincennes

[Facebook](#) @The Pantheon

[LinkedIn](#) The Pantheon

******[Subscribe to our Newsletter](#)

Membership Basics

Community Guidelines

- 1. Take ownership.** We're proud to offer a physical home to Knox County's independent workforce, but we cannot build the community alone. We encourage you to suggest (and host) events, organize member get-togethers, and introduce friends as much as you're able.
- 2. Clean up.** Don't leave trash, clutter, or dirty dishes. You're welcome to spread out while you're working, but please do your best to leave the space better than you found it. Don't leave messes in the kitchen or prepare exceptionally smelly foods. Dishes should be washed immediately, never left on counters or in the sink. Fridays will be Fridge Clean Out Day, so please be sure to monitor the food you are keeping in the fridge. We will clean out the items; however, your containers will not be thrown away.
- 3. Quiet, please.** While we hope to be a fun environment, we've done our best to create an environment in which people can actually get things done. If someone is being too loud, respectfully let them know.
- 4. Respect the booking calendar.** Please check the Reservations page [here](#) for openings. Want to grab a room last minute? You still need to book it so others know it's not available.
- 5. Hands to yourself.** Bring whatever you'd like for your desk, but please don't snoop around others'. If you feel like your neighbor is taking up too much space, you can respectfully let them know.
- 6. Recycle Friendly!** The bins are in the kitchen and throughout the building for use.
- 7. Leave when you have to.** If you don't have a key, please be prepared to leave by 6:00pm.
- 8. Respect your coworkers.** You're expected to follow these guidelines and the House Rules. Familiarize yourself with the expectations, and please let us know if anyone is making you uncomfortable.
- 9. Have fun!** Don't let your time here be all (co)work and no (co)play. We all have lives outside of our jobs and would love to hear more about yours.

Choosing a Workspace

We have a variety of workspaces at The Pantheon: First Floor large open coworking space, coffee bar, and the balcony (as long as not reserved). Members are welcome to choose any desk in the open space that is clearly devoid of personal possessions. Dedicated Desk and Private Offices require Level 2 or Level 3 membership.

Taking Phone Calls

Whenever possible, please make phone calls in the Phone Booth or outside of common areas. Quiet calls in the lounge areas are fine in most cases, but please be respectful of the folks around you. Under no circumstances should speakerphones be used in the open rooms.

Security

Here at The Pantheon, security is top priority. We will be having surveillance cameras installed throughout the building monitoring all entry and exit points and hidden corners. If you see something that concerns you, please let a staff member know ASAP.

Member Support Systems

Tech and facility issues should be sent to our Space Manager (bridget@pantheontheatre.org)

Member issues will be handled by our Pantheon board. For any members who are repeatedly breaking our [terms & conditions](#) (posted online) or who have member-to-member disagreements, email all of our staff so they can coordinate to help you.

[Bridget Butcher](#), [Nichole Like](#).

Guests/Reception

Per the Terms & Conditions, you are absolutely responsible for your guests. If you have a non-member join you for less than 3 hours, no day pass is needed. However, if you will be having guests for more than 3 hours in a day, or they come more frequently than once a month, a day pass or membership will need to be purchased. Make sure to give guests a rundown of the expectations and rules at The Pantheon, and greet them at the door.

Pets/Kids

Sorry - but no pets allowed.

While we would love to offer childcare facilities, The Pantheon is just not set up to support having kids around at this time. We will be having organized events and opportunities for kids in our communities to be involved and visit The Pantheon. Please watch our social media and eventbrite site for details. Members occasionally have their teenage children stick around for an hour or two between school and sports, etc. and this is okay barring any disruptive activity.

Holiday Schedule

The Pantheon is closed on the days listed below. Additional days will be communicated via Slack. Members will soon have 24/7 access to the building..

New Year's Day (January 1st)

Memorial Day (Last Monday of May)

Independence Day (July 4th)

Labor Day (First Monday of September)

Thanksgiving Day (Fourth Thursday in November)

Christmas Day (December 25th)

Fire Starter Program

Fire Starter is here to help connect you to the resources you and/or your startup need to succeed. More information may be found at this [link](#).

Using Proximity Software

We use a software program specifically designed for coworking spaces called Proximity. This is how you signed up for your membership and will help you book rooms, house your digital keys, manage your membership payments, and keep you in the know about member-only events. Please note that this is a secure system, and our staff does not have access to your account outside of being able to adjust your membership level and issue invoices.

Conference/Call Rooms

Community members and Pantheon members will have access to reserve the following rooms:

Conference Room and the Balcony. When you are finished in each space, please make sure to return it to the same (or better!) condition as you found it with chairs pushed in, lights turned off, and all trash removed from the surfaces. Coffee and tea are available as an additional charge for conference room and balcony reservations.

You MUST book rooms to use them. No exceptions. If we get multiple complaints that you are in rooms when other people have booked them, it may be grounds to terminate your membership. There are monthly limits on the bookable hours for each room depending on your type of membership, which is why you might see some resources with a price next to them. You will always be notified before charging.

Here's how to book a room:

1. Log in [here](#).
2. Select "Reservations" and "Meeting Space" in the top menu (and when you get there, bookmark it!).
3. Select "Book Now," then choose your date, room, and time.
4. If you'd like to cancel your booking later, use the "My Bookings" menu from the upper right dropdown.
5. You can also do this with the Proximity Mobile app!

Currently Proximity does not support editing reservations. If you need to change your reservation time or date you must first cancel your event, then rebook as listed above.

Update Your Profile

It really means a lot to us when you keep your profile updated! The Pantheon is a wonderful place to meet people with similar skills and interests; the profiles help to facilitate those connections. Make sure you fill out all of the info and check the box in your profile that gives permission for your profile to be shown.

1. Log in at <https://www.pantheontheatre.org>.
2. Click the drop-down in the upper right corner.
3. Select "My Profile."
4. Select "Edit Profile."

Change Your Plan

Changing your membership is easy. If you'd like to upgrade or downgrade but want it to start on your normal billing date this is available through Proximity, please make sure to ask a staff member for help.

1. Log in at <https://www.pantheontheatre.org>.
2. Select the menu in the upper right corner.
3. Select "Memberships."
4. Select "Change."
5. Choose your plan.

Change Your Payment Info

Only you can make changes to your on-file card. Easy instructions below!

1. Log in at <https://www.pantheontheatre.org>.
2. Select the menu in the upper right corner.
3. Select "Payment Sources."

Cancellations

All memberships will renew automatically every month, and you will continue to be charged monthly until you explicitly cancel your membership. Cancellations must be processed before your monthly billing date to avoid charges. Membership fees are recurring, non-refundable, and non-transferable.

Termination

The Pantheon reserves the right to terminate an individual's enrollment in any program or membership at any time, for any reason. If such termination is warranted by the sole judgment of Pantheon staff, due to the unsafe, disruptive, uncooperative, negligent, reckless, or otherwise improper acts or omissions of, or violation of any policy or rule by the member, then no refunds, extensions, transfers, and or exceptions will be made.

Facilities

Doors/Digital Keys

Open Desk, Dedicated Desk, and Private Office members have access to the space M-F (8am - 6pm) 24/7 access to all spaces coming soon. **You are absolutely responsible for being sure that doors are securely closed behind you when leaving later than 6:00pm on weekdays or any time on weekends.**

The main (Street View) doors will be unlocked M-F 8:00am-6:00pm (except some holidays; see Holiday Schedule). Soon you will be able to access your keys via proximity, or you can download the app Proximity Mobile and have access from your phone, just press the magic button and the doors will unlock!

Lost & Found

All items found in and around The Pantheon will be placed in a cubby in the kitchen island. This will be cleaned out when needed, and unclaimed items will be donated.

Printer

The printer is in A109 called the "TASKalfa308ci." They are for use by members only. Please let us know if you see the paper getting low.

Mail

Mail service will be available to Dedicated Desk and Private Office members. If you plan to receive mail at The Pantheon, please let us know so we can make a mailbox for you.

Lockers & Storage

The Pantheon will be looking to add lockers for members in the near future.

General Cleanliness

If you make a mess, clean it up! We have cleaning done twice a week, but you are responsible for your own messes. Please help us keep The Pantheon looking tidy by pushing in your chairs, picking up after yourselves, and trying to leave the space better than you found it. If you see something that is out of place or an area that needs attention, please notify a staff member

Recycling and Trash

Trash and recycling are located throughout the building; please help us keep them tidy.

Food: Do not put food in the trash cans throughout the building, only in the kitchen trash cans. Food throughout the building will attract pests and lead to bad smells in the work areas.

Coffee/Tea

The staff makes pots of coffee every morning. There is a French press available if you can't find a coffee buddy to make a whole pot. Cream is located in the community fridge space; please help yourself. We stock an assortment of teas in the basket on the counter, too. There is an electric kettle for hot water and an instant hot water dispenser on the big Bunn coffee maker.

Fridge (soon to come)

Label and date your fridge items. The entire fridge will be cleaned out every Friday. Hopefully, this goes without saying, but do not use/take items in the kitchen that aren't yours. If you really want to borrow or try something, ask the owner. Please be mindful of exceptionally smelly foods.

Dishes

PLEASE DO NOT LEAVE DISHES OR FOOD PARTICLES IN THE SINK! Put your dishes in the dish rack.