

eMYRge Membership Rules and Guidelines

1. General Conduct

- Respect the Community: Treat all members, staff, and visitors with respect, inclusivity, and professionalism.
- Collaboration: Be open to sharing ideas, offering help, and fostering innovation within the coworking community.
- Noise and Phone Use: While there is no designated quiet zone, members should be mindful of their volume as others are working throughout the space. Collaboration and conversation are expected, and calls may be taken in the coworking area. When conversations or calls may be disruptive, members should use a phone booth or another appropriate space.
- Slack: [Jump to Slack Guidelines](#)

2. Space Usage

- Access Hours:
 - Day Pass and External Room Bookings: Monday through Friday, 9am-5pm
 - Community Members: Monday through Friday, 7am-7pm
 - Community Plus, Dedicated Desk & Office Members: 24/7
- Desk/Office Usage:
 - Community Members: Floating desk usage is first-come, first-serve basis; clear your workspace when leaving.
 - Dedicated Desks/Offices: Keep your area tidy and within your assigned space.
 - Clean up after yourself. Desks in the open coworking area should be left free of clutter, food, and any sensitive materials when not attended.
- Conference Rooms:
 - Reservation required through Coworks App.
 - Honor time slots; vacate promptly when your time ends.
 - Clean up after yourself
- Shared Amenities:
 - Use shared resources (e.g., printers, kitchen, supplies) responsibly.
 - Clean up after yourself in common areas.

3. Community Events and Programs

- Participation: Members are encouraged to attend networking events, workshops, and community programs to foster engagement.
- Respect for Schedules: Be punctual and adhere to the schedule for all events.

4. Safety and Security

- KISI/Access Devices:

- Members with 24/7 access must safeguard their keycard/device.
- Guests:
 - Guests are allowed with prior approval/sign-in and must adhere to space rules.
 - Members are responsible for their guests' conduct.
- Emergency Procedures:
 - Call 911 in case of emergency
 - Familiarize yourself with emergency exits and protocols.
 - Report safety hazards or suspicious activity to staff promptly.

5. Technology and Equipment

- Wi-Fi Use:
 - Secure login details and do not share credentials.
 - Avoid activities that compromise network security (e.g., illegal downloads).
- Tech Equipment:
 - Use coworking-provided equipment responsibly.
 - Report any malfunctions to staff immediately.

6. Privacy, Confidentiality, and Use of Address

Confidentiality and Privacy

- Members are expected to respect the privacy and confidentiality of all individuals and businesses using the space.
- Avoid listening to, recording, or sharing private conversations without consent.
- Use headphones for virtual meetings and phone calls.
- Be mindful that eMYRge is an open, collaborative environment and not a private suite facility.

Use of eMYRge Address by Members

- eMYRge is a nonprofit coworking and innovation hub organized for charitable and educational purposes. The use of the eMYRge address is limited to ensure compliance with nonprofit regulations, zoning requirements, and third-party platform policies.
- The eMYRge address may be used by members for mail receipt and internal administrative purposes only, if enrolled in the mail service offering.
- Use of the address does not establish eMYRge as a member's principal place of business, headquarters, or publicly accessible office.

Prohibited Public Listings and Representation

- Members may not list eMYRge as a business location on Google Maps, Google Business Profile, Apple Maps, Yelp, or any other public business directory, mapping service, or review platform.
- Members may not represent eMYRge as a storefront, walk-in location, or customer-facing office.

- This restriction applies to all membership types, including community memberships, dedicated desks, and private offices.
- Any business listings that reference eMYRge as a public business address and were created without the organization's knowledge or approval must be corrected or removed upon notice.

Client Meetings and Business Use of Space

- Member businesses may meet clients in the space by appointment only, subject to availability, access rules, and staff presence.
- Client meetings do not convert the space into a publicly accessible business location and do not permit public address listings.

Compliance and Enforcement

- Failure to comply with this section may result in suspension or termination of membership, revocation of mail services, or other corrective action.
- eMYRge reserves the right to request removal or correction of any public listings or representations that create legal, regulatory, or reputational risk to the organization.

7. Membership Terms

- Payment:
 - Membership fees are due monthly.
 - Late payments may result in access restrictions and possible late fees.
- Membership Suspension/Termination:
 - The organization reserves the right to suspend or terminate membership for rule violations, non-payment, or disruptive behavior.
- Refund Policy:
 - No refunds for unused time unless otherwise specified in the membership agreement.
- Cancellation Policy:
 - Membership cancellation for floating desks and dedicated desks is 30 days notice.
 - Membership cancellation for office spaces is 60 days notice

8. Cleanliness and Maintenance

- Workspaces:
 - Keep workstations neat and remove personal items daily (for floating desk users).
 - Dedicated desk/office users should regularly tidy their area.
- Kitchen/Common Areas:
 - Wash and put away dishes immediately after use.
 - Dispose of trash and recyclables in the proper bins.
- Food and Drinks:

- Allowed in workspaces but must be handled carefully to avoid spills.

9. Dispute Resolution

- Conflict Resolution:
 - Address minor disputes amicably with the other party.
 - For unresolved issues, contact Executive Director, Jenny Halstead
jenny@emyrge.org.

10. Rule Updates

- Policy Changes: eMYRge reserves the right to update rules and guidelines as needed. Members will be notified of changes in advance.

Acknowledgment

Each member must acknowledge these rules as part of their membership agreement.

Non-compliance may result in warnings, suspension, or termination of membership.

eMYRge Slack Community Guidelines

Welcome to the eMYRge Slack workspace! We're excited to have you here as part of our growing community of entrepreneurs, developers, founders, and tech enthusiasts working together to build Myrtle Beach's tech ecosystem. To ensure a positive and productive environment for everyone, we've put together the following guidelines:

General Conduct

1. Be Respectful: Treat everyone with kindness and respect. Harassment, discriminatory language, or negativity will not be tolerated.
2. Keep It Professional but Fun: While casual conversations are welcome, maintain a tone that aligns with our mission of fostering innovation and collaboration.
3. Use Channels Appropriately: Each channel has a purpose—please post messages in the most relevant channel.
4. Be Mindful of Time Zones: Consider that our members may be in different time zones when expecting replies.

Posting Guidelines

5. Introduce Yourself: Use the `#introductions` channel to share who you are, what you do, and why you're part of eMYRge.
6. Avoid Spam: Refrain from unsolicited promotions, excessive self-promotion, or irrelevant posts in non-designated channels.
7. Stay On-Topic: Keep discussions focused on the purpose of each channel (e.g., job opportunities in `#job-announcements`, questions in `#ask-for-help`).

8. Use Threads for Replies: To keep channels clean and easy to follow, use threads for replies rather than starting new messages.

Engagement

9. Ask Questions Freely: The `#ask-for-help` channel is your go-to for advice, resources, or troubleshooting.
10. Celebrate Wins: Share your successes, big or small, in `#weekly-wins` to inspire and motivate others.
11. Participate in Events: Keep an eye on `#events-and-workshops` for upcoming activities, and join the discussion!
12. React Thoughtfully: Use emojis or brief replies to acknowledge messages instead of flooding channels with "Got it" or "Thanks!"

Housekeeping

13. Pin Key Information: Admins will pin important messages to make it easy to find event details, FAQs, and critical updates.
14. Archive Inactive Channels: Channels without activity for 90 days may be archived to keep Slack organized.
15. Limit Notifications: Use @here or @channel mentions sparingly to avoid overwhelming the group.

Confidentiality

16. Respect Privacy: Don't share screenshots or messages outside of Slack without consent.
17. Keep It Safe: Avoid sharing sensitive or personal information publicly.

Admins

18. Enforce Rules Consistently: Admins will ensure these guidelines are followed and intervene when necessary.
19. Provide Feedback: Share ideas for improving Slack in the `#feedback` channel.
20. Be Available: Admins are here to help. Feel free to DM us if you have questions, concerns, or need assistance.

Optional: Community Fun

- Daily Prompts in `#geekout`: Join us for a daily question, poll, or tech discussion.
- Slack Challenges: Participate in themed weeks, such as sharing productivity hacks or favorite local spots in Myrtle Beach.

Thank you for being a part of eMYRge! Let's work together to make this community an inspiring and valuable space for everyone. If you have any questions about these guidelines, please reach out to an admin.