



**rev**

**Ithaca Startup Works**

The Downtown Ithaca  
Business Incubator



Member Guide

# WELCOME TO REV

A few things before we start.

Our Rev Coordinator is Alec Mitchell. Our Entrepreneurs in Residence (EIRs) are here to be your mentors, Rev Admins are here to make things happen. Check out our website to meet the team.

More info is always available at [revithaca.com](http://revithaca.com)

## **But, before we move on, get connected.**

Free fiber optic WiFi connection is available to all Rev visitors and members.

Rev visitors should use

Network:        Rev Public

Rev members should use

Network\*:      Rev Member

Password:       incubator

\*This is a hidden network. Connect to new network and input "Rev Member" as the network name.

# MEMBERSHIP

## Rev Member Tenets of Success:

1. Actively engage with and participate in @Rev events and the member community.
2. Keep one month ahead of member dues and payments.
3. Do unto others as you would have them do unto you.
4. Make use of Entrepreneurs in Residence and Rev resources to improve yourself and your business.
5. Don't bring noise into areas where it affects others.

## Steps to Becoming a Member:

- 1 Fill out the Business Model Canvas
- 2 Create a 6-month timeline
- 3 Mentor approval of company
- 4 Incorporate your company
- 5 Set-up General Liability Insurance
- 6 Sign membership agreement
- 7 Submit first month's dues

## Types of Membership:

|  | Virtual  | Full-Time | Day Pass |
|--|----------|-----------|----------|
| Mentorship from Entrepreneurs In Residence | <b>X</b> | <b>X</b>  | <b>X</b> |
| Hot Spot tax benefits                      | <b>X</b> | <b>X</b>  | <b>X</b> |
| Access to Member Meetups                   | <b>X</b> | <b>X</b>  | <b>X</b> |
| First access to public events              | <b>X</b> | <b>X</b>  | <b>X</b> |
| Entrepreneurial network                    | <b>X</b> | <b>X</b>  | <b>X</b> |
| 24/7 keycard access to the space           |          | <b>X</b>  | <b>X</b> |
| Fiber optic Wifi                           |          | <b>X</b>  | <b>X</b> |
| Free printing, scanning                    |          | <b>X</b>  | <b>X</b> |
| Free artisan coffee                        |          | <b>X</b>  | <b>X</b> |
| Presentation space                         |          | <b>X</b>  | <b>X</b> |
| Public and private meeting spaces          |          | <b>X</b>  | <b>X</b> |
| Private conference room space              |          | <b>X</b>  | <b>X</b> |
| Personal lockers                           |          | <b>X</b>  |          |
| Use of coporate mailing address            |          | <b>X</b>  |          |
| Immersion in Rev workspace                 |          | <b>X</b>  |          |

**Virtual Members:** \$100 per month per company and able to purchase day passes for individuals.

**Full-Time Members:** \$200 per month per company. This fee is applicable to one person of the company. Every additional person is granted access to the Full-time membership for \$200 per month. The person must be a member of your company, contributing directly to your business.

**Day Passes:** may be purchased by Virtual or Full-time members. A day pass is \$10 per day, consecutive or non-consecutive day passes. One day pass allows entry for one person, for that day only. A day pass should be used when an individual who is part of a company comes into Rev and sits down to do any work, or uses any workshop equipment.

**Meetings and Day Passes:** Virtual companies only need one day pass if a group meeting is less than 90 minutes. If a group meeting exceeds 90 minutes for Full time or Virtual companies, each person who is not a Business Guest (see definition on page 5) requires a day pass. Meetings with EIR's and Rev staff do not require Day passes regardless of length.

It is on honor code to decide if something is “work” or a “meeting”.

## **Cost Structure:**

Member dues are accepted by checks and automatic payment deductions. All member dues are payable on the first day of each month.

Any payment that is not received by Rev within two weeks of the due date shall be accompanied by a 25% late fee. Failure to pay member dues after two week grace period will result in a warning notice, then a discussion with the Rev Coordinator about membership status. Repeated late payments may result in termination of membership.

## **Rev: Ithaca Startup Works**

### **FEATURES**

#### **Access:**

##### **Members**

All Full-Time members get 24/7/365 keycard access to the space. Virtual members also have 24/7/365 access, but must utilize day passes each time they come to the space to work.

Full-Time Members or Virtual Members with day passes have access to any space at Rev. Full-time members can host group and one-on-one meetings (under one hour) without using a day pass for each outside person.

##### **Public**

Rev is open for walk-in visitors during regular business hours. Anyone is welcome to stop by for a tour given by the Rev Coordinator, Rev Admins, or one of the member companies. Events and programs available to the public are displayed on our websites calendar.

##### **Business Guests**

A business guest is someone who comes in to see the space, or to meet with a company looking to provide a service or product to them. An example would be an insurance advisor or a client. Business guests are welcome at Rev.

# Space Reservation:

## Member Meetings

Meetings can be held whenever an individual meeting space is available. Meeting spaces may be occupied at any time without reservation, but must be vacated upon request if a reservation was made regardless of the importance of either project. Reservations for meeting spaces should be made at least three hours prior to the start time.

## Member Hosted Events

Events require at least a 2-week notice and approval from the Rev Coordinator. There is no guarantee that the event will be approved for the requested day. You are trusted to respect other members' scheduled events and to discuss any conflict with those members directly. The member company holding the event is required to set up, tear down, clean up and remain in the space until the last attendee has left. Communal Rev resources (office supplies, coffee, etc) should not be relied upon as event resources. Alcohol can only be provided through a catering company and must be approved 3 weeks in advance.

## Large events (over 20 expected attendees)

These should be scheduled to take place after 5 pm on the weekdays. We will do our best to warn members whenever large events are coming up.

Space for meetings and events can be reserved in Rev's shared Google Member Calendar. If this has not been shared with you, please speak with the Rev Coordinator.

## Rev: Ithaca Startup Works

### Events:

#### Networking@Rev

Get to know the Southern Tier entrepreneurial community by attending our networking events. These events are open to the public and usually have an enticing component to them, like food, featured speakers and more. Stay current with events by visiting our websites calendar.



#### Outside Events@Rev

Selected organizations outside of Rev occasionally run programs and events in the Rev space. All information about these events is available on our website calendar.







## **Member Meetups@Rev**

Member events are private and serve as an opportunity for Virtual and Full-time members to socialize with one another, the Entrepreneurs in Residence, and the Rev Admins. Meetups are also structured for member feedback about all things Rev.



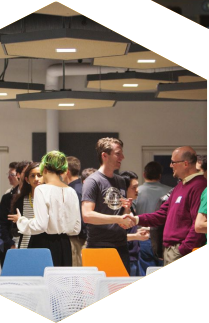
## **Presentations@Rev**

These events are meant to bring in outside speakers to educate about a variety of topics. Anyone is welcome to attend.



## **Southern Tier Workshops@Rev**

Take advantage of these free workshops, structured to take ideas forward, accelerate business plans, and advance incubator companies for sustainable operations. Led by the Southern Tier Startup Alliance mentors, some workshops are open to the public, while others are exclusive to incubator companies.



## **Programs:**

### **Southern Tier Hardware Accelerator**

The Southern Tier Hardware Accelerator is bringing the rapid iterative prototyping of the software world to hardware through the Rev Prototyping Lab. 9 Project Teams have been selected to participate in the process of taking their business from napkin to reality with the resources and expert guidance provided through Southern Tier Startup Alliance in collaboration with Small Business Administration.

### **Women Entrepreneurship**

Many entrepreneurial ecosystems struggle with gender imbalances. One of our goals at Rev is to provide equal access to startup resources for everyone in the community, and this program is part of our strategy to support women entrepreneurs. Our first Women in Entrepreneurship networking night was the biggest event Rev has ever held, and we aim to keep that momentum going. Sixteen new businesses have joined a year-long development program, and we hope to continue offering this program for as long as the community needs it.

## **Tech:**

### **Printer**

Members can connect to Rev's printer wirelessly. We have different instructions based on your type of computer. Ask the Rev Coordinator for the printer drivers. Don't worry: We make it simple.

### **Computer Monitor**

A set of extra computer monitors and various adapters are available for Rev Members to use on a daily basis. You are expected to put them back neatly.

### **Projectors and Televisions**

You are welcome to use projectors and TVs for presentations, demonstrations, pitches, and practice. Ask a Rev Admin for assistance.

### **Telephones and Conference Calls**

We have both wired and wireless conference call systems available for member use. In addition, we also have standard VOIP phones that can be used to make and receive calls. To call and outside lines, dial 9 then 1, then the number you are calling.

## **Payment:**

### **Nexodus Spaces**

Nexodus Spaces is a platform that Rev uses to manage member payments and day pass usage, as well as room reservations. The full time founder/owner of each full time member company will have access to make payments, view invoices, and manage employees and day passes. All of our payments through Nexodus will use the payment platform “Stripe.” All full time members will have access to booking rooms in the Rev space. These rooms include meeting rooms, the photo booth, etc.

### **Day Pass Use**

Member Companies are required to introduce day pass users to the Rev Coordinator so they can log them as a contact in Nexodus Spaces. Each one of these contacts will have the last four digits of their phone number connected to the Member Companies account. Once the account is connected, the Day Pass user simply has to check in on the Ipad located at the entrance to the second floor with the four digit number.



## **Policies:**

### **Pets**

Pets are allowed in the workspace with prior written approval by the Rev Coordinator. Pets that excessively shed hair or dander, make noise, do not get along with all other pets, or are bothersome to visitors and members will not be permitted at Rev. Members can and will be held fully liable for any damages to persons or property caused by their pet. Member pets may be forced to leave at any time by any Rev staff member. Please let the Rev Coordinator know of any allergies you may have.

### **Personal Lockers**

All Full-Time members are able to request access to a locker. To receive your key, contact the Rev Coordinator. Locker keys cannot be copied. If lost there is a \$40 replacement fee.

### **White Boards**

You are encouraged to use the white board space for idea generation, planning, note taking, and more. All material may be erased at the end of the day. So take a photo of your work before leaving the board unattended.

## **Policies cont.:**

### **Key Cards**

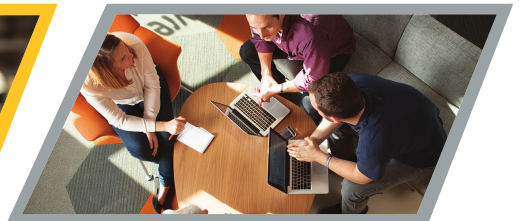
Virtual members get one keycard per company. Full-time members receive one keycard per registered person. If a keycard is lost or stolen, immediately notify the Rev Coordinator so it can be disconnected. A new one will be issued for \$20.

### **Clean up**

You are expected to reset the space after each use by returning furniture and equipment to their original places. Clean your coffee mug, don't clog the fridge with old items, take care of any small spills, remove all of your items from the refrigerator by 5 pm on Friday, or they will be disposed of. Take responsibility for the space you are using.

### **Trash/Recycling**

We have separate bins for trash and recycling. Ithaca has a single stream system, meaning you can recycle all paper, plastics, metals, and other containers in one place. Make sure to follow Tompkins County regulations when it comes to waste disposal.



## Audio

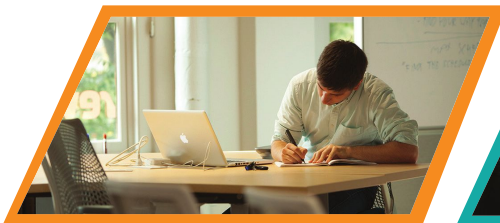
Rev administrators may play background music through the speaker system available at Rev. However, all personal audio should please be played through personal headphones.

## Closing Up

If you are the last person leaving an area or the space at night, there are a few steps to follow.

1. Check to make sure any projectors and televisions are turned off.
2. Turn off the lights.
3. Make sure any doors that have been propped open are shut.
4. If the doors are still unlocked, and you are the last person in the space, you will use the “Master Key” to lock up.

This is a wooden sign labeled “Master Key” with an attached keycard that can be swiped on the reader located on the door into the Prototyping Lab. Once swiped, this key will lock all of the outside doors of Rev, allowing only keycard holders to enter.



## Rev Online:



## Public Calendar

A lot happens at Rev. Be sure to check our website calendar for current events. We will update you via e-mail as well.



## Social Media

Connect with Rev on our social media accounts including Facebook ([facebook.com/revithaca](https://www.facebook.com/revithaca)) and Twitter ([@revithaca](https://twitter.com/revithaca)).

## Member Calendar

Access to our member calendar is granted through gmail's shared calendar option. This calendar is used for inside member meetings and events.

## Contact Us

607-882-2400

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[www.revithaca.com](http://www.revithaca.com)