



CREATIVE COWORKING
AND EVENT SPACE

• THE D&E • MEMBER GUIDE

*The little things that
make our community work.*



WORK.



MEET.



CONNECT.



BE A GOOD
NEIGHBOR.



NO GIANT RULEBOOK

required.

Thanks for helping us keep
D&E a productive, welcoming
space for everyone! ❤️

MEMBERS + GUESTS

A quick guide to coming, going & bringing someone along.

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1 Your Key Is on Your Phone

D&E members have electronic keyed access through the **Proximity Mobile App**.

Your access is for you, so please don't share your mobile credentials or allow unknown visitors into the building.



2 Meeting a Guest?

The Desk & Easel **does not** offer Front Desk Services. When your guest arrives, they should contact you directly. Please meet them at the front door and show them to your private office or meeting room.



3 Make Them Feel at Home

Your guests are welcome to enjoy our **complimentary** coffee, tea and water while they're here.



4 A Tiny Dishwashing PSA

If you or your guest uses one of our cups, please wash it with **soap + water** when finished. A quick rinse doesn't quite do the trick. Leave clean dishes in the dish drainer and we'll take it from there.



5 Share the D&E Experience

Every membership includes **one complimentary Day Pass** each month so you can invite someone to spend the day coworking from The Desk & Easel.



Good guests make good neighbors.

Members are responsible for their guests while they're in the space.

DESK & Easel

Creative Coworking
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GETTING STARTED

Everything you need to know to feel right at home. ♥



1. DOWNLOAD THE PROXIMITY MOBILE APP

The Proximity App is your key to accessing the building, offices, reservations and more. It's available on the App Store or Google Play.



2. SET UP YOUR MEMBER PROFILE

We encourage you to fill out your member profile! Other members "shop" from our membership page when looking for business connections they need.



3. HOW TO ACCESS THE BUILDING

We are members only. Electronic Keys live on the Proximity Mobile App and are used to get into the building, offices and reservations.

Members only!



4. CONNECT TO WI-FI

Network: **Desk_and_Easel_WiFi**
Password: **Woodard319**



5. WHERE TO PARK

Parking in downtown Denison is free! The large Conductor Lot on the east side and smaller Roundhouse Lot on the west are the closest parking to our building.



6. WHERE TO FIND COFFEE, TEA AND WATER

Our beautiful kitchen and lounge is at the back by the patio door. Award winning CJs coffee, selection of hot teas available and filtered water bottle filler is in the back hallway by the restrooms.



7. HOW TO RESERVE ROOMS

Reserve meeting rooms, private offices by the hour and event spaces right from the Proximity Mobile App or your member portal. Choose your space, pick a time, and you're all set!

Easy in the app or portal!



8. WHO TO CONTACT IF SOMETHING ISN'T WORKING

👤 Wendy, the Owner | 903-821-1708 | Office Suite 2
👤 Chad, the Community Manager | 903-271-0691 | Office 13

We're here to help! ♥

DOGS AT D&E

We love great coworkers of all kinds.



Dogs are welcome at The Desk & Easel if you are a Private Office member or have booked a Private Office for the day.

To keep our space comfortable and productive for everyone, please follow our policy.

1



STAY WITH YOUR HUMAN

Your dog must stay with you at all times. They cannot be left unattended.

2



YOU'RE RESPONSIBLE

You are responsible for your dog's behavior at all times.

3



CLEAN UP, ALWAYS

Please clean up after your dog, every time. Waste bags are available if needed.

4



KEEP IT QUIET

No yappy dogs. We vibe with quiet and calm.

5



NO REACTIVE DOGS

We cannot accommodate reactive or overly sensitive dogs.

6



HOUSE-BROKEN ONLY

Dogs must be fully house-broken.

7



VIBE CHECK

All dogs (and humans!) must pass our vibe check. This means your dog is calm, friendly, and does not bark when someone walks by the door. If it's not a good fit, we may ask you to make other arrangements.

Thanks for helping us keep D&E awesome!



THANK YOU FOR BEING CONSIDERATE AND HELPING US CREATE A

welcoming space for everyone.



By signing below, I acknowledge that I have read, understand, and agree to the Dogs at D&E Policy.

Signature

Date

BE A GOOD NEIGHBOR

Thoughtful choices make a better space for everyone.

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PRIVATE SPACES

FOCUS. PRIVACY. RESERVED FOR YOU.

Private spaces are the best choice for longer or confidential conversations.



PRIVATE OFFICE

Members may have guests meet in their office for less than 2 hours.



LONGER THAN 2 HOURS?

Use your free Day Pass or purchase a Day Pass for your guest.



Any member can **reserve** one of our meeting rooms by the hour to host a guest meeting.



SHARED SPACES

CONNECT. COLLABORATE. COMMUNITY.

These spaces are open to all members and their guests for short visits.



KITCHEN



LOUNGE



HUDDLE ROOM



PATIO



Quick catch-up?

For a cup of coffee, to share lunch, or a quick meet up (**less than an hour**), members and their guests are welcome to use these spaces.



CLEAN UP. PLEASE.

Please wash all cups and dishes with **soap + water** and place them in the dish drainer. A quick rinse isn't enough.



KEEP IT PEACEFUL

The kitchen, lounge, huddle room and patio are in our open community area. Please keep voices at a respectful level. These spaces are **not** for group work sessions.



HEADS UP

If you're working in our shared work area, please use headphones and keep the volume of your voice low enough not to be disruptive.



PRIVATE EVENT NOTICE

The kitchen, lounge and/or patio may be reserved for a private event. When this happens, we will let members know and **coffee and tea** will be made available outside of this area.



BE A CONSIDERATE HOST

Members are responsible for their guests and for ensuring our space remains welcoming and productive for all.



When in doubt,

You don't want to be the reason we have to make another rule.



Good neighbors make great communities.

Thank you for helping us keep D&E the kind, inspiring place we all love to work and connect.

DESK & Easel

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A FEW THINGS Worth Knowing

Helpful notes to make your time at D&E smooth, easy and enjoyable. ♥



PRINTER / COPIER / SCANNER

Brother MFC-J6555DW.
Scan the QR code on the
machine or go to
setup.brother.com
to get started.



MAIL

Outgoing mail goes in the
clip on the mailbox in the
front entry.

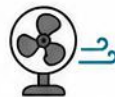
Mail for in house members
with mail included in their
membership will be put
on their desks.



TEMPERATURE

We can't please everyone
so we aim to keep the
temperature comfortable
for the space not the
individual.

However if your office is
too hot/cold we can help
adjust the vent, you can
open/close your door or
bring a fan/sweater.



SECURITY

We are members only so
only authorized members
have keyed access.

We have ADT Security
Alarm with Video
Monitoring and 24/7
members have a unique
security code assigned to
them for arming/
disarming the system.



TRASH

Office trash goes in the
dumpsters in the
Roundhouse Lot on the
west side of the building.

Food trash goes in
the kitchen.



KITCHEN SUPPLIES

Kitchen supplies for
community use are in
the labeled drawers/
cabinets. Please use
mindfully so there's
enough for everyone.



CLEANING

Office cleaning is not
included in the membership.

Cleaning supplies are
under the kitchen sink
for you to use and you
can ask to borrow
the vacuum.



AFTER HOURS

FIRST ONE HERE



Turns off the alarm
at the panel and
turns on the lights.



LAST ONE OUT

Sets the alarm and
turns off the lights.

Arm Stay is an option if you're here alone working late
but remember to switch to Arm Away when you leave.

Hi, I'm Doodle!

I'm the official
greeter and vibe
checker around here. ♥



Thanks for helping us keep D&E a
beautiful, safe and welcoming place to work! ♥

MAKING A RESERVATION

Plan ahead. Be respectful. We'll handle the rest.



1 Reserve Before You Use

Members are required to make a reservation prior to using any of our meeting rooms.

You can do this online at members.deskandeaseel.com or on the [Proximity Mobile App](#).



2 How Billing Works

If your membership level includes free time for meeting rooms, that free time will be used first before your payment source will be charged.



3 Need More Time?

If your meeting is going to run past the reserved time, you must [extend your reservation](#) prior to running over or make another reservation.



4 Be Respectful of the Next Reservation

If the room is not available past your reserved time, you [must leave](#) the room when your reservation is over so the next reservation can begin.



5 Meet Your Guests + Wash Your Dishes

Please meet your guests at the front door and show them to your meeting room. After your meeting, enjoy our coffee, tea and water — and remember to wash your cups with [soap + water](#) and place them in the dish drainer.



6 Want to Stay and Work?

If your guest would like to stay and work after the meeting, you can use your [one free monthly Day Pass](#) or your guest can [purchase a Day Pass online](#).



Guests are **not allowed** to stay past the reserved meeting time and work for free from a member's office.



Good guests make good neighbors.

Members are responsible for their guests while they're in the space.

ONE IS THE STANDARD. Teams are welcome, too.



UNLESS OTHERWISE STATED,
each membership is for one person.

We understand the need from time to time for teams to work together—and the D&E is perfect for that.

Whether you need a space to collaborate, use your free Day Pass, or add a shared member, we've got options that keep things **simple and fair** for everyone.

THREE WAYS TO BRING YOUR TEAM TO D&E

1



RESERVE A MEETING SPACE

Need a dedicated space for your team? Reserve one of our meeting rooms by the hour.



Great for team meetings, client sessions or collaboration time.

2



USE YOUR FREE DAY PASS

Want a teammate to join you for the day? Have them create a free **Community Membership** online, then apply your free Day Pass included in your membership each month—or purchase a Day Pass if needed.



One free Day Pass per membership, every month.

3



ADD A SHARED MEMBER \$100 PER MONTH

If a team member will be joining you more than three times a month, the best option is to add them as a shared member to your membership. They'll enjoy the same access you have with your membership level.



Join you in your office or grab any empty desk that's available.



CLEAN UP, PLEASE.

Please wash all cups and dishes with **soap + water** and place them in the dish drainer. A quick rinse isn't enough.



GOOD NEIGHBORS MAKE GREAT COMMUNITIES.

Be respectful of others—keep noise levels down, use headphones in shared areas, and leave the space better than you found it.



PRIVATE EVENT NOTICE

At times, the kitchen, lounge and/or patio may be reserved for a private event. When this happens, we'll let members know and coffee and tea will be available outside of this area.

Thanks for helping us keep D&E a productive, welcoming space for everyone!

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MEMBERS ARE RESPONSIBLE FOR THEIR GUESTS.

This helps us maintain a professional, comfortable environment for everyone.

VIRTUAL OFFICE MEMBERS

Your professional address. Your flexible access. Your community. ♥



YOUR D&E MEMBERSHIP INCLUDES

All member information, benefits, and policies apply to Virtual Office Members.

The only difference is how you access the space.



KEYED ACCESS THROUGH PROXIMITY

Virtual Office Members have keyed access through the Proximity Mobile App

MONDAYS - FRIDAYS
9AM - 5PM

to check their mail.



Only those authorized to check their mail will have electronic key access to the building.

Easy. Secure. Convenient. ♥



YOUR MAILBOX & KEYS

You will have a physical key to your mailbox.



We keep a copy of your mailbox key in our lockbox for your peace of mind.



WHILE YOU'RE HERE

Come in, check your mail & make yourself at home.

You're welcome to grab a cup of coffee or tea while you sort and organize your mail.



Plan for visits of up to one hour, keeping in mind that workspace use isn't included with Virtual Office Membership.

Need to stay and work awhile?

Purchase a Day Pass and make a workday of it. ♥



YOUR MAILBOX PORTAL

Through your Mailbox Portal, you'll be able to see what mail you have received and make requests for how you want your mail processed according to your membership level.



VIEW RECEIVED MAIL & ALERTS



REQUEST MAIL ACTIONS



MANAGE PACKAGES*
(if included in your plan)



FORWARD, SCAN, SHRED & MORE

*Package handling available depending on your membership level.

Thank You!

Your membership helps support a creative, welcoming space where entrepreneurs, remote professionals, and small businesses thrive.

We're glad you're part of D&E!



NEED HELP?

Wendy Acosta

✉ wendy@deskandeasel.com
☎ 903-821-1708

Chad Goucher

✉ community@deskandeasel.com
☎ 903-271-0691

REMEMBER

All the same member info, benefits, and policies apply to you.

Questions? We're here. ♥



What is the best that could happen...

come in and

find out!

What's the best that could happen... come in and find out! ♥