00 / QUICK REFERENCE

QUICK ANSWERS.

Click any underlined link to go straight to the right page.

01 **What does membership get me?**

50% off Studio A, Studio B and Full Studio rentals; free coworking with a booked day pass; Department programming; select partner events; Creative Index opt-in and partner perks. Studio bookings cost extra.

Membership plans / Events / My Creative Index / Community Perks

02 **What does membership cost?**

$30/month with a three-month minimum ($90), or $300/year. Join online and sign in before using your benefits.

Membership plans / Sign in

03 **How do I reserve a studio?**

Sign in, open the room link, choose date/time, add details/extras, review the agreement and pay. Include setup and cleanup.

Sign in / Studio A / Studio B / Full Studio / The Annex

04 **Can I cowork or use shared studio time?**

Member coworking is free, 9 a.m.-6 p.m., with a booked day pass. Later stays require management confirmation and presence. Commons is a separate paid, shared standby studio booking with no guaranteed privacy.

Coworking / Commons

05 **How do I host an event?**

Submit the Event request with date, attendance and event details. It shows an estimate; submitting does not charge you. Team approval confirms the event.

Event request

06 **How do I change or cancel a booking?**

Use My bookings > Modify reservation to change or cancel. Available spaces can have different hours; A/B overlap uses Full Studio pricing. Pay any increase after crediting amounts already paid. Shortening does not automatically refund.

My bookings

07 **What about green screen, gear or crew?**

Members can use C-stands, grid lights, apple boxes, stools and backdrops. Other gear/crew costs extra. Green-screen fabric is available on request; painting the cyc green carries a fee.

Studio A / Podcast packages / Email the team

08 **When can I enter, and can I tour first?**

Studio access includes a 30-minute courtesy buffer before/after, not booked setup or usage time. Respect other bookings; settle in, use the bathroom or wait in co-create. Early load-in is only possible if the space is empty and no prior booking is using it. Coworking: 9 a.m.-6 p.m. Book a tour first if helpful.

My bookings / Tour / meeting

09 **Where do I manage membership or get help?**

My membership > Manage Membership for paid plans; Billing > Open Stripe Portal for invoices. Missing benefits? Contact Support with your account email.

My membership / Billing / Support