05 / QUICK REFERENCE

ARRIVE READY.

Find your reservation, membership dates and support in one click.

01

When can I come in?

Your access link works 30 minutes before and after your booking as a courtesy, not reserved studio, setup or load-out time. Respect other bookings: get settled, use the bathroom or wait in co-create. Early familiarization or load-in is only possible when the space is empty and no earlier booking is using it. Book enough time for all required setup and cleanup. Coworking is 9 a.m.-6 p.m. with a booked day pass; later stays require management confirmation and presence.

Coworking / My bookings

02

Where is the space?

Main Department: 2150 Market Street, Denver. The Annex: 2151 Larimer, a separate warehouse. Confirm which one you booked in My bookings; use the room link to avoid mixing up the locations.

My bookings / Studio A / The Annex

03

How do I arrange parking?

For a day pass, choose the dated back-lot parking add-on if offered; its price is shown per selected day. For a studio or event, complete the parking question and confirm availability/cost. Street parking is subject to posted restrictions. A space booking does not guarantee a VIP spot.

Coworking / Studio A / Event request / Email the team

04

Where are my access instructions?

Open My bookings and your booking confirmation/follow-up emails. Check spam using the email you booked with. If instructions are absent or fail, contact Support or email the team with your booking name, date, room and account email before arrival.

My bookings / Support / Email the team

05

How do I cancel a paid membership?

Open My membership and choose “Manage Membership.” Follow the subscription portal steps and verify the end date and auto-renew status afterward. Standard monthly plans have a three-month minimum. If the button is missing or cancellation is unavailable, email the team.

My membership / Membership plans / Email the team

06

Where are invoices and payment methods?

Open Billing and click “Open Stripe Portal” to manage membership payment methods, invoices and subscription details. For a studio/event receipt, use the booking reference from My bookings and email the team if you cannot find the receipt in your confirmation emails.

Billing / My bookings / Email the team

07

How do I change or cancel a studio booking?

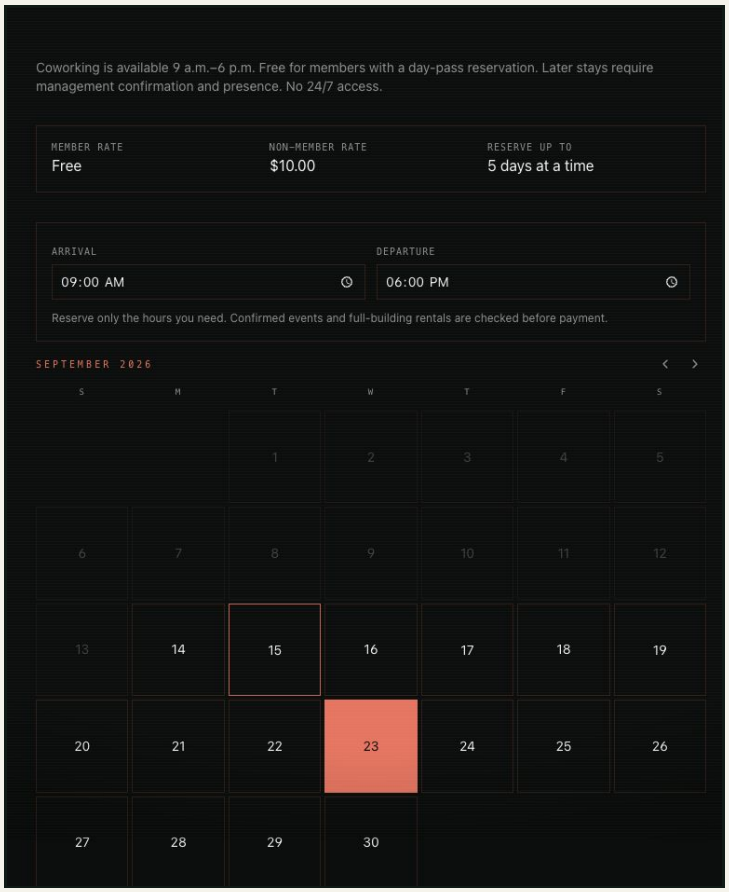
Open My bookings and choose Modify reservation. Change the date, hours, spaces or available add-ons, or cancel. Each space can have its own hours within the main window. The site checks conflicts and applies Full Studio pricing when A and B overlap. Amounts already paid are credited; pay any additional balance before the change is confirmed. Shortening does not trigger an automatic refund. Check the updated confirmation before relying on new times.

My bookings

05 / COWORKING

BOOK YOUR DAY.

Free member coworking / 9 a.m.-6 p.m. / reservation required.



DAY PASS / EXAMPLE CALENDAR

01 / Reserve

Sign in and select your visit date and arrival/departure times.

02 / Check extras

Parking is separate and subject to availability. Review any add-on price.

03 / Find access

Check your confirmation and account for arrival instructions. Contact the team if missing.

Staying later?

Later stays require management confirmation and presence. A day pass does not reserve a private studio.

Coworking | My bookings | Support