

Queen Street COMMONS

Dear Applicant,

Thank you for applying to become a member of this community.

This is the kind of place that we hope will be a place where we all feel at home. This is what you can see from the pricing. We do not intend to be chasing people for money for every service nor for every hour of time. What such a price implies though is that we all behave with consideration to others.

We hope for a place where we all make a contribution and where we all find our pace. This is as much your place as anyone else's and we hope that you and other members will not only look after the QSC but give it a life of its own.

The best set of "rules" that we could find that might bring such a place about came from a book called "All I Really Wanted to Know I Learned in Kindergarten."

Please read these norms and sign your name in the space at the end signifying that you will do your best to abide by them and to hold other members to them.

Best wishes and welcome to the Queen Street Commons.

Queen Street COMMONS

MEMBERSHIP INFORMATION

The Queen Street Commons building is located at 224 Queen Street in Charlottetown and is owned by 84 Fitzroy Street Inc. The Queen Street Commons is an incorporated non-profit organization under the official name of Queen Street Commons PEI Inc.

The QSC consists of the first floor and part of the second floor. The rooms break down as follows:

FIRST FLOOR

- 1 Common lounge room – Bookable space
Couch, 3 chairs, shelving and tables. A very comfortable place to work and socialize. Faces Queen Street.
- 1 Board Room – Bookable space
Board table, 8 chairs, shelving, flipchart, projector and screen, wired internet access.
- 2 Work station rooms
Large library style tables, chairs, individual cubicles, limited wired internet.
- 1 Half Bath
- 1 Full Bath
- 1 Business Centre
Desktop computer, Photocopier/fax/scanner/printer, large work counter, chair, bench, coat rack, locker, member mail slots.
- 1 Kitchen
Coffee maker, fridge, stove, microwave, radio, sink, counters.
- 1 Dining area
Tables, chairs, bench.

SECOND FLOOR

- 3 non QSC permanent rentals
- 1 Queen Street Commons Office

PARKING

Convenient parking is located out front at the parking metres or next door at the Queen Street Parkade.

ACCESS

Each member will be issued an ibutton key to unlock the QSC door giving you 24/7 access to our facilities.

MAIL

The mailing address for the QSC is:

224 Queen Street
Charlottetown PE
C1A 4B6

The mail is delivered to a central mailbox in the QSC foyer and slotted in the appropriate cubbyholes inside at the business centre.

COMPUTER SERVICES

Internet: A wireless network provides the primary Internet access for members with laptops. There are a limited number of wired Internet lines available.

Network name (SSID): wificharlottetown.org

Printing: A wireless laser printer is located in the business centre. Please go to our website www.queenstreetcommons.org for a link to the drivers and for installation instructions.

Common Computer: There is one computer located in the business centre. This computer is intended for checking emails, quick web browsing and printing.

EVENT BOOKINGS

From time to time you may wish to book the Boardroom and use other areas of the Commons for larger events or meetings. When you do, please get in touch with Gaylene as soon as possible to let her know about the event (date and times) so that she can notify the membership about the upcoming event so that they can adjust their schedules if it is required.

QUESTIONS, CONCERNS, COMMENTS

Please do not hesitate to get in touch with Gaylene our Administrator at info@queenstreetcommons.org with any questions, concerns, or comments. This includes any repairs and maintenance issues, cleanliness issues, etc.

If you are having internet access or telephone problems please fill out the technical issues report that is located on our website and posted on the bulletin board in the Business Center.