



WELCOME GUIDE: SHOP MEMBERSHIP



COVID-19 Policies

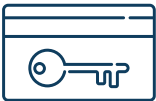
MASK REGULATIONS
Effective July 30, 2021

Masks are required of EVERYONE at ALL times.

Visitors seen maskless will be asked to leave without prior warning.
No food allowed in conference rooms.

Please keep a six foot distance from everyone around you while on site.

Questions? Contact team@mhubchicago.com



Keycard

You may pick up your keycard between 9am-5pm the next business day after orientation is completed at the Membership Desk.

Note: Your keycard will not have access to the Shop until you Basic Shop Training is completed and verified (usually 24 hours after completing training.)



WiFi Set Up

You may connect to the following networks:

mHUB_IoT | Password: DHA6Jo8iPwS7pqfNrfHE

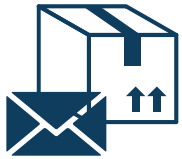


Printer Set Up

You must connect to the IoT network (above) to be able to connect to the printers.
Please email membership@mhubchicago.com for assistance.



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Mail/ Packages

Incoming: mHUB scans received packages through Envoy. You will receive a notification via email when a package has been delivered under your name stating the location in which it was stored (Lobby/Dock). Packages can be found at the dock on labeled shelving. You do not qualify for a mailbox as a shop-only member, however, if you upgrade to a shared workspace or above you can receive a mailbox.

Outgoing: All outgoing items must be placed in their designated shelf at the dock. mHUB is not responsible for shipping logistics. Pick-ups are NOT guaranteed unless you schedule a pick-up directly with the designated carriers. Avoid scheduling weekend pick-ups/deliveries as staff is offsite Sat/Sun. Double-check that you are placing your items on the correct shelf.



Parking

Parking permits for the lot (\$135/month) are available at the Membership Desk. The entire lot opens to the public at 5 PM.

Otherwise, there is metered street parking along Chicago Ave. and the nearest parking garage is part of the Spoke Apartment complex located at 728 North Morgan Street, Chicago, IL 60642.