



Medici MediaSpace

Member Handbook 2022

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Welcome

We're excited to have you at Medici MediaSpace!

People, Place, Programming

Medici MediaSpace provides consistent, viable, and collaborative business opportunities for entrepreneurs to learn, share resources and make money. We are a group of small to medium-sized businesses, nonprofits, as well as entrepreneurs, freelancers, artists, and individuals who share energy and expertise.

Our Core Values

Abundance Mindset

Accountability

Cleanliness

Collaboration

Communication

Community Focus

Fun Good Spirit

Maturity

Mutual Respect

Productive Conflict

Services

Medici MediaSpace offers three main services: Consulting, Coworking, and Creative.

Our weekly strategy sessions are open to all members. A list of events is located at www.medicistl.com/events.

Meetings include, but aren't limited to:

[Medici Magic Strategy Session](#) - This meeting is open to the public and a great way to introduce others (or yourself!) to the Medici community. There is a loose agenda structured to allow people to pose questions to the group and gain insight for leveraging their networks and other resources.

[Medici Marketing Strategy Session](#) - Similar to Medici Magic, this strategy has a loose agenda geared toward addressing your marketing quandaries.

[Medici Ambassador Sales Meeting](#) - This meeting is for Medici Ambassadors to gather and strategize. If you have questions about how to become an ambassador, please contact us.

[Medici Members Meeting](#) - This meeting is to promote the community of Medici and allow members to discuss any membership-related issues they may have.

[Collaboration Strategy Session](#) - Collaboration is one of our core values, and this strategy session is for those who want to bring their skills and resources to the table and see how other members might be able to help them too.

Members also have access to our common areas and reservable spaces. These include:

- Meeting Rooms
- Photography Studio
- Green Screen Studio
- Black Box Theater
- Open Lobby Space

Spaces

Workspaces & Offices

We have two lobbies, North & South. Both have a variety of coworking options, including workstations and lounge areas.

Media Spaces

We have three reservable studio spaces: the Green Screen Studio, the Photography Studio, and the Black Box Theater. A podcast recording studio is also available for an hourly rate through Shock City Studios.

Classroom & Conference Rooms

The Classroom has 12 tables that accommodate two seats each, and a large whiteboard. This room is great for workshops or seminars. There are also two conference rooms with seating for 8-12 people. There are TVs in each conference room for easy display sharing.

Medici MediaStudios

Medici MediaStudios is located on the north side of the building. A variety of media producers work and collaborate in that space. They are great resources for any media production needs or questions you may have.

Warehouse

The warehouse contains dedicated spaces and storage options.

Membership Levels

We have several options for membership at Medici. All membership levels give you access to weekly strategy, marketing, and member meetings. All members also have access to Medici wifi and common spaces. All memberships are month-to-month with no minimum commitment or long-term lease.

Community Membership

Starting at \$150/month, you have access to the building during business hours (Monday - Friday, 8:30 a.m. - 4:30 p.m.). You may book private and reservable spaces during business hours. You also have access to our weekly strategy sessions.

Premium Membership

Starting at \$300/month, a premium membership gives you the option of 24/7 access to the building. You can also book reservable spaces. To enter the building outside of business hours (Monday - Friday, 8:30 a.m. - 4:30 p.m.), a premium member needs a Brivo pass, which is an additional fee.

Coworker Membership

Starting at \$50/month, a Premium or Tenant Member may add Coworkers to their membership to grant them access to the building and their dedicated office or workspace. Coworkers who are not associated with a Premium or Tenant Member may book reservable spaces for an additional fee. To use the building outside of business hours (Monday - Friday, 8:30 a.m. - 4:30 p.m.), a Coworker needs a Brivo pass, which is an additional fee.

Tenant Membership

Starting at \$350/month, a tenant has a dedicated office or studio space, and the option of 24/7 access to the building. You can also book reservable spaces. Tenant members may also connect to a dedicated ethernet line for internet access, a dedicated phone line, and a phone number for additional fees.

Amenities & Add-ons

Medici Members

All members have access to:

- WiFi
- Common areas
- Kitchen area
- Inclusion in the Medici MediaSpace member directory
- Weekly strategy sessions

Tenant and Premium Membership

Tenants and Premium Members have access to everything Community Members do. Additionally, Tenants and Premium members have access to reservable spaces outside of business hours.

Below is a list of add-ons Tenants may elect to include in their membership for an additional fee.

- Door Pass (required for after-hours access)
- Phones & Internet
 - Dedicated Ethernet Port
 - Phone number
 - Phone

If you already have a phone, you may use your own. Internet service provided by us includes IT support through Ardent.

Reservations

Making a Reservation

You can make a reservation by emailing reservations@medicistl.com or calling (314) 492-0277 during business hours. Reservation requests will be processed during business hours Monday - Friday, 8:30 a.m. - 8:30 p.m. Reservation requests received after 8:30 p.m. or on weekends will be processed the following business day.

Reservable spaces may be booked up to three months in advance. We will require details about the event before confirming it. The member will receive a confirmation email after we've received the information. Depending on the nature of the reservation, we may require additional information.

Reservation request form: <https://bit.ly/eventapplicationform>

Cancellations

If you no longer need your reservation, please let us know immediately. There is no penalty for canceling a booking, and other members may be in need of the reserved space.

Hours of Operation

The reservable spaces are available for Community members from Monday - Friday, 8:30 a.m. - 4:30 p.m., and for Premium and Tenant members Sunday - Saturday, 6 a.m. - 9 p.m..

Reservable Spaces

Classroom	Photography Studio
Conference Room 1 (front)	Black Box Theater
Conference Room 2 (back)	Green Screen Studio

Other areas may be reserved for events. Please ask a staff member or email reservations@medicistl.com if you have any questions about other spaces.

Shock City Podcast Studio may be reserved through their office by contacting Doug Firley, doug@shockcitystudios.com, or (314) 771-3099.

Clean Up

Reservable spaces must be cleaned after your reservation is complete. Trash should be removed, tables and chairs wiped down, and returned to their original location. The room must be returned to its original condition. If trash exceeds the capacity of the trash receptacles in the rooms, large trash bins can be found in the warehouse at the back of the building. Food and beverages are not allowed in the reservable spaces without prior authorization.

If there are any questions regarding a reservation, please contact the staff by sending an email to reservations@medicistl.com. Our full reservation policy is available upon request.

Events

In addition to our policies for reserving spaces, we have a few requirements for event reservations.

*An **Event** is any gathering open to the public, ticketed, for entertainment purposes, not solely for media production or other business purposes, or if the attendance will exceed 15 people, or if Medici Staff deems it an Event.*

We will request that when you reserve any space for an event that you also submit an event plan including, but not limited to the following:

- A description of the event and its purpose
- The total number of people expected, including members **and** guests
- Number and type of vendors, if applicable
- Whether you will be providing food and/or drinks*
- If there will be children or if the event is for children
- Se-up/tear-down time
- Equipment/furniture needed**

*Cooking food to serve at Medici is prohibited by the City of Overland occupancy permit. Premade, catered food, and packaged snacks are permitted. Additionally, while alcohol may be served, it may not be sold. Please ask a Medici staff member if you have any questions about these things.

**Medici has some furniture available for members' use, including folding tables and stacking chairs. These are stored in the warehouse. Members are responsible for setting up

and putting furniture back where it belongs. Medici does not provide any sound or lighting equipment.

Depending on the nature of the event, it may be necessary for you to hire a Medici staff member to supervise the event. If that is the case, there will be an additional fee associated with your event. We require members to fill out an event application and event policy agreement for all events.

Event application: bit.ly/eventapplicationform

Event agreement: bit.ly/eventpolicyagreement

Core Values & Expectations

Our Core Values enumerate the components of a community of diverse business owners. Medici's goal is to provide a space where entrepreneurs, small business owners, and artists can thrive.

- All members and guests are required to sign in and out and follow any additional guidelines posted in the facility.
- We expect our members and their guests to be respectful of the space and other members and their guests.
- Members must be present at their reservations; they may not make reservations for non-members and leave them unsupervised. Medici staff will not be responsible for supervising guests.
- Smoking is not permitted on the premises or in the parking lots at any time.
- Common areas are shared by all members and should be treated that way. If you rearrange furniture, please return it to its original location when you're finished.
- The kitchen is available for use by members. If you keep food in the refrigerators, please remove it by the end of the week. All leftover food will be thrown out over the weekend.
- If you use any of the dishes or appliances in the kitchen, please clean them when you are finished.
- Information on event policies and room capacities is available upon request. Exceeding room capacities is a health & safety hazard.

Contact Information

General Information & Booking Requests	frontdesk@medicistl.com	(314) 492-0277
Tina Jeffcott, Payments & Invoicing	tinaj@ctstl.com	(314) 222-6158
Jeni Fehr, Member Services	jenif@medicistl.com	(314) 426-1482
Josh Levey, Owner	joshl@medicistl.com	(314) 222-6104
La'Sandra Gillespie, Executive	lasandrag@ctimeev.com	(314) 222-6136
Doug Firley, Shock City	doug@shockcitystudios.com	(314) 771-3099
Aaron Reppert, Medici MediaStudios	aaron@travsonic.com	(888) 302-6376

Emergencies | 911

Non-Emergency

City of Overland

General Information	(314) 428-4321
Police Department	(314) 428-1212
Fire Department	(314) 428-1128

Medici (Call/Text) (314) 238-4570

Building Address

Medici MediaSpace
2055 Walton Rd.
Overland, MO 63114

FAQs

Q: Can I have mail sent to Medici?

A: Yes! Make sure your address includes your name, not just your business. If you are a tenant, include your suite number.

Ex.: *Jane Doe*
 First Impressions, LLC
 2055 Walton Rd. Ste. 100
 Overland, MO 63114

Q: Can I use my own phone/desk/other furniture in my office instead of one provided by Medici?

A: Yes! You can bring whatever furniture you need into your office space. If you want to build anything additional into your space, a permit may be required. Please ask us before attaching anything to the walls.

Q: Can I repaint/decorate my office?

A: Provisionally, yes. We assess plans on a case-by-case basis to ensure each office continues to meet City of Overland occupancy requirements. If you have more questions, don't hesitate to contact us!

Q: Is additional storage space available?

A: Yes. Additional storage can be rented. Lockers are \$75/month, storage units are \$150/month and additional warehouse space may be available. Contact us for more information. All items are stored at your own risk, and Medici is not responsible for the security of items left in the warehouse.

Q: Can I have a birthday party/ baby shower/ graduation party in a reservable space at Medici?

A: No. We do not allow personal/social events. If you have any questions about what constitutes a personal or social event, please ask a staff member.

Details such as times, rates, and fees are subject to change. This document is not legally binding but is meant to provide an overview of the services and expectations Medici provides. If at any time you feel something is being misrepresented or is unclear, we welcome your comments and concerns.

