



The Discovery Center Collaborative is a multi-tenant nonprofit¹ center for nonprofits. The project’s goal is to bring organizations and individuals with parallel missions together under one roof to increase programmatic cooperation, share innovative ideas, leverage the efficiencies of collaboration, and enjoy the company of people from like-minded organizations. Bring your own technology.

Facilities

- Two Conference Rooms (reservable)
- Large Screen Presentation Displays
- Phone/video conferencing equipment
- Open Kitchen Area with free coffee & snacks
- Phone Booth for private phone calls
- High Speed Internet/Wi-Fi
- Plenty of Free Parking
- Work/Storage room for supplies
- A real address for your organization:
mailbox and dropbox

Culture

- Liked-minded Organizations
- Shared Lunch Space
- Lounge Areas for Informal Meetings
- Learning Opportunities
- Social Events
- Directly across from West Bay, Greilickville
Harbor Park & Discovery Pier
- Outdoor patio/picnic area

Work Space/Work Groups (one year minimum)

Each individual work space has two under-counter file cabinets, an overhead flip-front bin and an L-shaped work surface with privacy walls on 3 sides. We can accommodate work groups of two to eight people in a segregated semi-private area designed to enhance team interaction, minimize outside distractions, and provide some degree of privacy. While the overall floor plan is open office, a small to mid-sized nonprofit organization can find a niche to operate comfortably. Larger organizations will have access to outside walls for bookshelves, whiteboards, and organizational artwork.

For every two Work Group Work Space desks that are rented, your organization will receive a free “Drop-In Roaming” membership so that part-time workers and volunteers can work here with you when needed. For extra privacy, phone calls can be taken or made in the phone booth, and meetings can be held in one of the two conference rooms. Organizations from group work areas are entitled to 10 hours of scheduled conference room time per month and are free to use either conference room at no cost when it is not scheduled.

Single Dedicated Workstation

Dedicated workstations have a 5’ work surface with privacy screens on 3 sides and a locking under-counter file cabinet/pencil drawer. A dedicated workstation can be personalized (bring your own PC and monitors). Users from this group are entitled to six hours of scheduled conference room time per month.

Drop-in Roaming Workstation (a/k/a “Hotseat”)

A roaming workstation requires that the worker remove all their personal items at the end of each use. Suitable for solo consultants or drop-in workers or volunteers for an organization. Lockable, rolling, under-counter file cabinets are available to keep some “stuff” on site. Users from this group are entitled to two hours of pre-scheduled conference room time per month.

Day Use

Drop in for a single day. Conference room use is an added charge.

Meeting Rooms (two hours minimum)

Great Lakes Room (Seats 16, 2 hour minimum) - The large conference room can accommodate 16 people comfortably, and 20 with users seated at the corners. The tables can be rearranged for training purposes. Room is set up for video conferencing on a large 65” screen.

Bay View Room (Seats 6, 2 hour minimum) - The small conference room can accommodate six people comfortably, and 8 with users seated at the corners. This room is on bay-side of the building and offers views of West Bay, Greilickville Harbor Park, Elmwood Township Marina and the Discovery Pier. Room is set up for video conferencing on a large 55” screen.

Rates

Work Space/ Work Group Desks ²	\$375/person/month
Single Dedicated Workstation	\$250/person/month
Drop-in Roaming Workstation (“Hotseat”)	\$150/month or \$1200/year
Single-Day Use Workstation	\$25/day
Mailbox/Drop Box ONLY (no other services or commitments)	\$100/year
Big Conference Room.....	\$30/two hours
Small Conference Room.....	\$15/two hours
Phone System.....	TBD

¹ Tenants must be a nonprofit tax exempt organization, government agent or work with or for one
² Multiple workstations in same the same group will receive a discount for additional stations (see rate sheet).