



THERAPY OFFICE GUIDE

THE
COMMONS

WELCOME TO THE COMMONS!

The Commons is a coworking space that offers flexible workspaces, private offices, meeting spaces, and therapy rooms for licensed psychotherapists. We're so happy you've chosen us to host your practice and we hope you'll be very happy in your new space. Please read through this guide carefully as it provides lots of information about using the offices, booking session times, billing, and more.

If you have any additional questions, we are here to help. You can email us at info@thecommonsnyc.com or call (646) 981-0840. We're located at 157 East 86th Street and Lexington.

BECOMING A THERAPY MEMBER

Once you sign up as a Commons member, you'll be able to start accessing the therapy offices. If you haven't yet signed up for a membership, all you'll need to do is create an account on www.thecommonsnyc.com by clicking "Become A Member" on our Therapy page. Once you've created your account and input your payment details, we'll process a **\$150 security deposit**. We'll also need you to email us a copy of your license. When your membership is processed and approved, we'll send you a welcome email and you'll be all set to begin making bookings!



THERAPY ROOMS



ROOM 1

Room 1 in Suite 2A keeps things calm and cozy and is perfect for working with kids or adults. In addition to a comfortable couch and chair, there's also a kid-friendly table and a storage closet for you to keep any tools, resources, or toys.



ROOM 2

Room 2 in Suite 2A is a great space for working with adult clients but younger clients will feel comfortable here also. It features a cozy couch, a storage closet, art adorning the walls, and adjustable lighting.



THE STUDY

The Study is a brightly lit, cozy alternative to Room 1 and Room 2 and is great for a wide range of clients. A whiteboard is installed on the wall for interactive sessions. This space is located through The Commons' second floor door.

ADDITIONAL SPACES

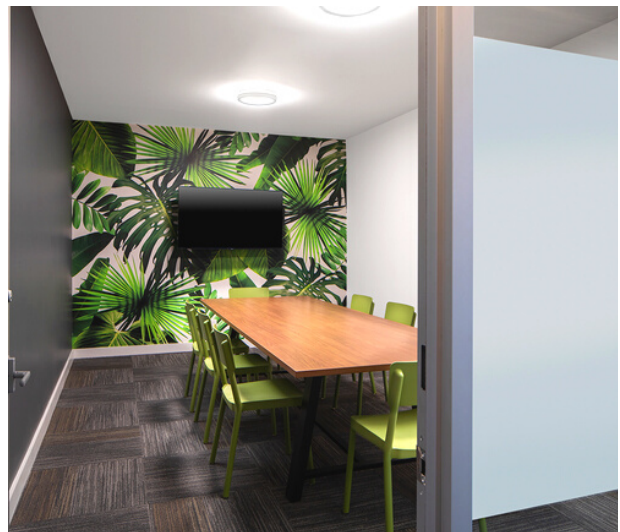
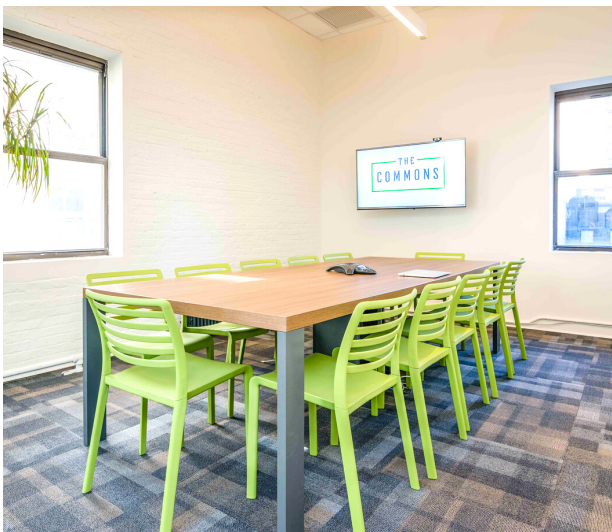
In addition to our therapy rooms, The Commons has several meeting rooms available for events, group therapy sessions, consultations, etc.

Meeting Room A on the 5th Floor seats up to 12 people at a seminar-style table with computer-to-screen capabilities, a wall-length whiteboard, and a nice city view.

Meeting Room B on the 4th floor seats up to 10 people at a seminar-style table with computer-to-screen capabilities and some fun wallpaper.

Meeting Room C on the 4th floor seats up to 5 people at a circular table with computer-to-screen capabilities and fun wallpaper.

Meeting Room D on the 2nd Floor seats 3 to 4 people comfortably at a round table and is equipped with computer-to-screen capabilities and a whiteboard.





BOOKING SESSIONS

To book sessions, head to The Commons' website, log in, choose "Calendar" from the dropdown menu beneath your name, and select your room and time. To set up a recurring booking, please reach out to us directly at info@thecommonsnyc.com and we'll reserve the dates for you if they're available.

USE GUIDELINES

Our therapy offices are only available for use by licensed psychotherapists who are properly insured. No medication may be administered on our grounds. As these offices are shared spaces, please take care to treat them kindly and keep them tidy for the next therapist to use.

PRICING AND BILLING

Our rates for space usage are as follows:

- Peak times (Mon - Thurs, 4 PM to 8 PM) - **\$30 per hour**
- Off-Peak times (all other hours) - **\$25 per hour**
- Large Meeting Rooms (A & B) - **\$40 per hour**
- Small Meeting Rooms (C & D) - **\$30 per hour**
- The Study - **\$30 per hour** (all times)

All of our billing is done electronically. Invoices are sent each week listing that week's sessions you booked and payment is processed automatically the next business day. We accept payment either by credit card or ACH.

ACCESS

Commons members access our building and rooms using an app called **Kisi**. Once we've processed your membership, just follow these steps: download Kisi from your app store and sign up using the same email address you used to sign up for The Commons. Once you've made your account, you should see The Commons listed as a "Place." When you click that box, you'll see a little lock icon -- click or swipe to unlock doors as you need them.



TIMING

Each session is expected to last **no longer than 50 minutes** to allow for office turnover. Each therapist has 10 minutes before their session starts to enter the office, set up, welcome their clients, etc. We ask that you please vacate the office as soon as your own booking concludes and no later than 10 minutes to the hour (ie. 5:50 PM).

OFFICE PERSONALIZATION

You are welcome to add personal touches to the office for your sessions (you can store your items in the closets) such as displaying credentials, comfort items, toys, and more. Please label your things if you do not want them to be used by other therapists.

The third and last buzzers outside Suite 2A are also available for you to slot your own name in during your sessions for Room 2 and Room 1, respectively, by gently popping the buzzer tag out and sliding in a post-it note or label.

WELCOMING YOUR PATIENTS

Both rooms in Suite 2A are equipped with an intercom system so you can buzz in your client when they arrive at the front door of the suite. They also have video intercoms that allow you to buzz your clients in from the street for after-hours sessions. If you're in The Study, you can buzz clients in via your Kisi app once they've let you know that they have arrived.

OTHER SERVICES

If you'd prefer to store your items in a dedicated space, we have lockers available to rent on the 5th Floor: **small \$15/month, large \$30/month**. You are welcome to use your Kisi access to visit your locker whenever you'd like before or after sessions.

We also have two mail delivery services available. Our Virtual Membership (**\$50 a month**) allows you to use our address as your business address and lets you receive all business mail at our location to an assigned mailbox. When you receive any packages, we'll email you that they've arrived and keep them safe until you come to collect. Our Check Delivery service (**\$10 a month**) is specifically for therapists who would like their clients to send their payment directly to The Commons -- we'll keep these checks safe and let you know each time you receive one.



MEMBER PERKS

Therapy members share access to our fully stocked kitchen -- you can help yourself and your guests to fruit water, tea from SerendipiTea, coffee from La Colombe, fruit, and other snacks.

You're welcome to use any of the lounge spaces (kitchen, waiting areas, etc) for 30 minutes before or after your sessions. If you sign up for our monthly newsletter, you'll get access to events like Community Lunches, Bagel Breakfasts, Show & Tells, and more!

CANCELING YOUR MEMBERSHIP

Oh no! If you'd like to end your membership, please email us at info@thecommonsnyc.com and we'll proceed to cancel it and refund your \$150 security deposit to the card we have on file within the next few days of the cancellation minus the cost of any damage (beyond normal wear and tear) you may have caused to the office. If your account has been inactive for an ongoing period and you're not making bookings, we reserve the right to either cancel your membership or designate your account as inactive. You may restart your membership at any time.

