



Electric City Barn (ECB) of Albany Barn, Inc.

MEMBERSHIP FAQ

Frequently Asked Questions (and answers)- If your question is not listed below, please reach out to us!

1. When can I work in the ECB spaces?

General Members: You can purchase day passes at member rates to access both the co-working spaces and the speciality studios during staff office hours.

Co-Working+ Members: You will be issued a key card for our normal member hours 10AM-8PM to work in the spaces you signed up for. You would have to purchase day passes to use the other studios or add them to your monthly membership.

2. How fast can I start working in the ECB space?

All Members: You must be certified & safety trained in the studio(s) you choose prior to starting independent working. You can start working in general co-working spaces immediately following your membership payment.

3. How do I get safety trained in the studios?

All Members: There will be monthly safety training workshops with our keyholders in each speciality studio. You should sign up ahead of time online or through the staff. You will be considered for certification after you successfully complete the training. Some additional training may be required. Specific equipment (Podcasting Studio, CNC Router, 3D Printer, etc...) will provide a scheduler after your training for you to sign up for your own time.

4. What are keyholders? How do I become one?

Keyholders are specialty studio subject matter experts. Keyholder Membership is only offered by staff to current members. Keyholder members aid in developing lab and studio spaces, safety and technical protocols, and oversee maintenance.

5. Can I print at ECB?

There is a large format printer, 3-D printer, and color/BW copier available to members at an additional fee. Please see "ECB General Price List" in the member packet for details.

6. Do I have to pay the "set-up fee" again next year?

General Members: Yes, the "set-up fee" is actually your general membership and should be renewed annually.

Co-Working+ Members: No, you only pay the "set-up fee" one-time as long as you continue to pay your monthly membership dues. Should you stop paying for 6 months and want to restart your membership, then you have to pay the "set-up fee" to restart your membership.

7. What financial incentives does the ECB offer?

Our membership is broken down by space and studio to offer flexible, affordable options. We also have sliding scale dues based on the median income of the area (you must provide supporting documentation to prove annual income, like a current pay stub, bank statement, or social security documents, etc...).

8. Can I have an event at Electric City Barn?

Yes you can! ECB will only be available to host workshops, rehearsals, and meetings to be considerate of member use. Specific fees and paperwork are needed for space rentals, contact a staff member for more information or complete a proposal online.

9. How do I get the best use out of my membership?

All Members: Pay your dues to stay current and take advantage of: free safety training for all specialty studios, one free day pass and discounts on future day passes, and discounts on select merchandise, classes, and events. Connect, collaborate, and make with other working creatives. **AND Share your work on Social Media:** Check in on Facebook (@ElectricCityBarn), Tag us on Facebook (@ElectricCityBarn), Instagram (@electriccitybarn) and/or Twitter (@ECBarn). We will share your progress and like your pages!



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10. Can I move this table, chair, etc...? How does the space stay clean?

You may move furniture, but reset it to the original placement so the space can be utilized as designed and there are no surprises for other members. Please don't move artwork on display in the Tunnel Gallery. If you make any sort of mess (food, art supplies, etc...) please clean up after yourself. Please clean your dishes and art supplies in the prep room (in the back near the lift). Please do not leave any food/perishable trash in the closed door specialty studios.

11. Can I bring a guest? Who's considered a guest?

A guest is anyone that uses space or supplies that is not a member. If someone comes with you and just sits next to you or it's someone just doing homework at a table, that isn't considered a guest. Once that person uses supplies, tools, or machines, or uses space that could alternatively be used by another member, then they are considered a guest. Guests using supplies or tools should be using a day pass and have a liability waiver on file (find extras near the community board and just submit them to a staff member or in the office mailbox).

12. If I'm a member, when do I need to use a day pass?

General Members: You have to utilize day passes anytime you use the facilities or the supplies.

Co-Working+ Members: If you use a specialty studio (Wood Shop, Print Shop, Metal Shop, Specialty Fiber Arts, Podcasting Studio and you do not pay monthly to use that space, you must purchase a day pass. You can purchase punch cards to lower the cost of the day passes.

How to utilize a day pass: You must start your "day" in that specialty studio while a staff member is around to check your safety training credentials and to receive your day pass. Guests using supplies, tools, or space should be using a day pass. Day passes are not studio-specific and can be purchased ahead of time.

13. Can my child become a member?

If your child is over 18 years of age, yes, they can become a member just like you! If your child is under 18 years of age, they are considered a member's guest and can use certain facilities and supplies in the spaces but must be accompanied at all times by a responsible adult member. No unaccompanied minors will be allowed within the space.

14. Can I leave projects out? What about supplies I bring in?

It is not recommended for long periods of time. If you are working multiple days in a row on the same larger project, please label it and return to it within 24 hrs (and let staff know). We need to be respectful to each other and each other's belongings, label your food in the fridge, label your project and the time you'll return. If items are not labeled, they may end up thrown out, lost and found, or mistakenly used. Storage Totes are available for a deposit fee and are limited in quantity.

15. What is Co-Working Etiquette?

Co-working etiquette keeps the space functioning comfortably for all as a professional space. Remember to respect the boundaries of others, always wear shoes, do not nap or rest in the lounge, be courteous of sound volume at all times (headphones preferred), clean up after yourself, use common sense, before you take someone else's time, ask if they have a moment, be mindful of how you use the lounge amenities, and introduce yourself to others, connect, & collaborate. Remember that this is a professional, working space.

16. Can I bring my pet to ECB?

Sadly no, due to the nature of our spaces, service animals are the only animals allowed in our space.

17. What happens if I'm locked out and no one is around?

Staff is not available after office hours to let you into the space. If you are locked out, first try ringing the doorbell because another member may be in the space and you might not have realized. To prevent being locked out, if you have a key card, keep the key card on you at all times. Doors may be propped only for loading/unloading materials or events but must be attended. Doors should stay completely closed while staff are not on site. Propped doors if found will be closed if left unattended.