



START UP IN DOWNTOWN COLUMBUS



Early Access Member Handbook

Your Guide To:

Amenities | Technology | Booking Meeting Rooms | Shared Spaces

Rev1 at The Peninsula
330 Rush Alley, Suite 100
Columbus, OH 43215



Supported
by



Rev1 at The Peninsula - Early Access Member Handbook

Welcome!

Welcome to **Rev1 at The Peninsula** - a shared workspace built for startup founders who are building, testing, and scaling ambitious companies. This handbook is here to help you get settled quickly and make the most of the space.

We aim to keep things simple, flexible, and founder friendly. If something isn't clear or isn't working, let the Rev1 team know. As a valued Rev1 client, we want YOU to be our early adopters of this new hub of software innovation, helping us shape the environment with your feedback and ideas along the way.

Updated versions of this handbook will be released as we break in the space.

We Built This Place for Founders

Rev1 at The Peninsula was designed intentionally for founders - not just as a place to work, but as a place to **build**.

That means:

- The layout, rooms, and event spaces are meant to support real startup work: conversations, collaboration, pitching, hiring, and problem-solving.
- The environment is designed to provide the comforts of working from home, with professional-grade amenities that help you get business done.
- Evidence shows, founders learn fastest from other founders - and this space is built to encourage those serendipitous collisions.

We ask that members use the space in the same spirit it was created: be generous with your knowledge, respectful of shared resources, and supportive of others on the journey.

If you have ideas on how to make the space better, [we want to hear them!](#) Help us create a community and space that gives Columbus' startups a serious advantage.

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1. Getting Started

- **Nexodus Member Platform**
 - All members must register on our facility management platform, Nexodus. (If you are reading this handbook, you have most likely already registered in Nexodus. If not, [click here](#) to register!)
 - Your Nexodus dashboard is your one-stop shop for managing your membership and billing details, reserving rooms, registering visitors and guests, and more.
 - Be sure to bookmark the site and save your login information.
 - Nexodus is currently available as a web platform. A mobile app is coming soon!
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2. Hours of Operation & Address

- **Member Access Hours**
 - During early access period: Monday-Friday, 9:00 AM-5:00 PM.
 - If you have needs outside of these hours - such as arriving earlier or staying past close - please discuss with a Rev1 team member.
 - **Address**
 - Rev1 at The Peninsula | 330 Rush Alley | Columbus, OH 43215
 - **Holiday hours may vary.**
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3. Member Spaces

- **Founder Lounge**
 - The Founder Lounge is the focal point of Rev1 at The Peninsula. It is a flexible work + collaboration + collision space, built to give you the comforts of a home office, along with professional-grade amenities that help you connect, build, and get business done. Make yourself at home in the Founder Lounge, where these work-and-meet spaces are available for your drop-in use:
 - Founder Café - counter seating and on-demand coffee

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- The Library Table - ample workspace, with a curated book collection
 - Comfortable lounge- and café-style seating - arranged around a central fireplace
 - Tables and booths - grab a bite, have a chat, focus - or just hang out
 - Working kitchen - refrigerator, microwave, and Bevi machine (learn more in Amenities section)
 - **Conference rooms**
 - Seven (7) Zoom-equipped meeting rooms - reserve to use (instructions below)
 - **Phone booths**
 - Four (4) single-user spaces for taking calls or video conferences - reserve to use (instructions below)
 - **The Wellness Room**
 - A comfortable, private space for one - reserve for meditation, nursing needs, de-stimulating, soothing a headache, or whatever wellness means in your day
 - **Amenities**
 - Read the Amenities section below to learn more about the member perks you'll find in these spaces
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4. Accessing the Space

- **Primary Entry Point**
 - Rev1's primary entrance is just past the building security desk on the right side. The front door enters into the Founder Lounge.
- **Access Method**
 - For Early Access members, the primary entrance will be unlocked during Hours of Operation.
- **Checking In**
 - Please be sure to check in via the iPad on the Help Desk when you arrive.

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- **Restrooms**
 - Located in the building lobby, just past the Rev1 space, in the hallway to the right.
 - **Internet**
 - Rev1 provides shared Wi-Fi for general business use. Members should assume the network is shared and take appropriate precautions when handling sensitive, proprietary, or confidential information.
 - Rev1 does not provide individual IT or technical support. Use of the network must comply with all applicable laws and acceptable-use standards.
 - **To access:**
 - Network: Rev1 at The Peninsula
 - Password: Innovate@Rev1
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5. Guest and Visitor Access

- A **guest** is someone who will use the space and amenities for the day.
- A **visitor** is someone who is attending a singular meeting and will be in the facility for less than 2-3 hours.
- **Guest Admission**
 - A specified number of day passes for guests are available as part of each membership level. Please see the Help Desk for assistance with registering guests.
 - Additional guest passes can be purchased via the [Nexodus](#) website.
- **Visitor Admission**
 - All visitors must be accompanied by a member while in the space.
 - Visitors who are attending meetings for less than 2 hours in conference rooms or the Founder Lounge areas do not need to purchase day passes, but will still need to sign in upon entering.
- **Everyone - members, guests, and visitors - must sign in upon entry.**
- Rev1 reserves the right to limit or revoke guest access if guest usage exceeds the access included in the membership tier.

6. Booking Meeting Rooms

- **Available Meeting Rooms**
 - Conference Rooms 1-7
 - Capacities vary from 2 to 10 people
 - Each room has a large screen and Zoom console
 - Phone Booths 1-4 (1-person capacity)
- **How to Book**
 - Meeting rooms are booked via the [Nexodus](#) website
- **Booking Guidelines**
 - Meeting rooms can be booked up to 21 days in advance.
 - Phone booths are designed to be drop-in spaces and can be booked up to 48 hours in advance.
 - Most meeting rooms have a 4-hour time limit for individual bookings
 - Phone booths are designed to be drop-in spaces, and have a 1-hour time limit for individual bookings
 - Meeting room hours that exceed the membership allotment will be billed to the credit card on file.
 - Members receive a 50% discount on meeting room hours beyond their membership allotment
 - Members can view their bookings and remaining meeting hours on the Nexodus platform
- **How to Use Room Technology**
 - View [Zoom Console Instructions for Conference Rooms](#)
- **Room Etiquette**
 - Be respectful of meeting start/end times. Habitual meeting overruns may lead to reduced booking privileges or charges.
 - All rooms should be left exactly as you found them. Please reset room and remove all belongings, food, and beverages at the end of your meeting.

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- Furniture and equipment may not be moved between rooms or altered.
 - If there is an issue with a meeting room (cleanliness, equipment, etc.) please notify a Rev1 team member.
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7. Requesting Event Spaces and Group Coding Room

The following specialized spaces are bookable by request.

- **The Launchpad Event Space**
 - Seats approximately 50 classroom style, 75 theater style, 100 standing/reception style
 - Technology includes room mics, wall-sized screens, and hybrid Zoom capabilities
 - Events that support high-tech, high-growth companies and/or the Central Ohio startup ecosystem will be given preference for event bookings.
- **Dev Central Coding Room**
 - Seating for 8 team members, with plug-and-play monitors and a large war-room screen for collaborating on group dev projects.
- **Founder Lounge**
 - For networking or casual events, the Founder Lounge has comfortable lounge- and café-style seating for 68, with a maximum capacity of 125.
- **Founder Café**
 - Gather a group for a discussion, tasting, or coffee, with counter seating for 12.
- **Process for All Event Spaces**
 - [Fill out this form online](#) to request use of the space
 - The Rev1 team will review your submission within 3-5 business days.
 - Upon approval, Rev1 will communicate rental fees and confirm your room set-up, audio-visual needs (if applicable), or other. Any needs outside of Rev1's capabilities will be at your own expense.

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8. Amenities

As a member of Rev1 at the Peninsula, you have access to the following:

- **Coffee On Demand in the Founder Café**
 - Coffee and specialty drinks
 - Flavored syrups
- **Hardworking kitchen**
 - Two microwaves
 - Toaster oven
 - Two large refrigerators
 - Please label and remove personal food items regularly. Rev1 is not responsible for discarded items during routine refrigerator clean-outs. Strong odors that disrupt the shared environment must be remedied.
 - Ice machine
 - Deluxe Bevi machine for flavored waters (still and sparkling)
- **Bike racks**

9. Parking

- **Parking passes included with Founder membership levels**
 - Passes for the Starling Street Garage are provided to members, in accordance with the monthly allotment included in their membership tier. Unused parking passes **do not** roll over month to month.
 - **Starling Street Garage** - entrances at:
 - 375 W State St., Columbus, OH, 43215
 - 377 W. Capital St., Columbus, OH, 43215

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- **How to get your parking pass**
 - Passes are given out until 4 pm at the Help Desk - **be sure to stop by the desk to ask for your pass!**
 - **Other parking options**
 - Members and guests may also opt to use street parking and nearby public parking options.
 - **Parking liability**
 - Rev1 is not responsible for parking citations, towing, or damage to vehicles. If you have questions about nearby parking options, a Rev1 team member is happy to help point you in the right direction.
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10. Code of Conduct

Rev1 at The Peninsula is a shared space built on trust, respect, and collaboration. By being a member, you agree to the following expectations:

Be Respectful

- Treat fellow members, guests, and Rev1 staff with professionalism and respect.
- Harassment, discrimination, or disruptive behavior of any kind will not be tolerated.

Be Considerate in a Shared Space

- Take calls in designated areas or keep your voice low in open workspace.
- Leave rooms and common areas as you found them.
- Clean up after yourself in kitchens, meeting rooms, and event spaces.

Use the Space as Intended

- This space is for building and growing companies — not for personal storage, solicitation, or non-approved commercial activity.
- Only approved members may use the space regularly.

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Guests & Events

- You're responsible for your guests and ensuring they follow these guidelines.
- Events must be approved in advance (see Event Scheduling section).

Safety & Security

- Do not prop doors or allow unauthorized access.
- Report any safety, security, or facilities issues to the Rev1 team or building security promptly.

Rev1 reserves the right to address violations of this Code of Conduct, up to and including suspension or termination of access.

11. Contacts & Support

- **Community Team**
 - Email: Peninsula@rev1ventures.com
 - If you need assistance, feel free to ask any Rev1 team member and they can point you in the right direction.
- **Emergency Information**
 - Security is located just outside our doors, at the front entrance of the building.

Acknowledgement

As an Early Access member, you acknowledge that some amenities, systems, or processes may still be evolving. We appreciate your flexibility and feedback as we refine the space ahead of our full community launch.

By using Rev1 at The Peninsula, members agree to comply with the guidelines outlined in this handbook and any future updates provided by Rev1.