

DEPAUL UNIVERSITY 1871 MEMBERSHIP MANUAL

● ELIGIBILITY

- Current DePaul University students from every college are welcome to apply for access to 1871 through our 1871 University Membership.
- Recent DePaul alumni also have access to 1871 up to 6 months after their graduation date. Following the 6-month period, alumni would have to transition to a paying membership at 1871.
- **1871 Address:** 222 W Merchandise Mart Plaza Suite #1212, Chicago, IL 60654. The Brown Line stops directly at Merchandise Mart. Students are welcome to use their U-Pass when taking public transit to 1871.

● APPLICATION PROCESS

- Apply for access to 1871 through DePaul University through this [link](#).
- Once we approve your application, you will receive instructions on how to: create a member profile, reserve the DePaul Room (1.18) and register for 1871 workshops.
- Please note that it can take up to 2 weeks to process and approve your application.

● DEPAUL UNIVERSITY 1871 MEMBERSHIP

▪ 1871 ACCESS

- DePaul students are eligible to use 1871 while they are active students of the institution, and for up to six months after graduation from the institution.

- DePaul students are expected to either use the DePaul Room or attend workshops. While networking is encouraged, please do not work in other spaces.
- Only students of the University are eligible to use the DePaul Room. Non-DePaul members are not eligible to use the DePaul Room. They must purchase a traditional membership at 1871.
- Students are not permitted to bring guests into the space with them because the other seats in the space are available for reservation by other authorized users.
- Students need to show their DePaul ID upon arrival to 1871, so please remember to bring it with you. Between 9am and 5pm, the 1871 front desk staff will provide you with a keycard. Students may not keep the keycard and must return it before the end of day.
- Students are not permitted to provide tours of the space without specific prior written approval from 1871.
- DePaul University reserves the right to revoke access to 1871 through our 1871 University membership in the event of 1871 policy violations.

▪ **1871 WORKSHOPS & EVENTS**

- Students will be eligible to attend 1871 workshops and events, but will not be allowed to attend Office Hours. This attendance will be limited to two (2) days a week. Workshop registration available through the 1871 Member Portal.

▪ **DEPAUL ROOM**

- Students are only eligible to use the DePaul Room (1.18) for a maximum of two (2) days per week and must reserve the space through their 1871 Member Portal. Reservations are mandatory, failure to do so is considered a policy violation.

- The DePaul Room (1.18) serves as a co-working space for DePaul members. Please keep in mind that there might be other students working alongside you. You may only reserve one seat for your personal use. Room capacity: 6 seats.
- Private meeting reservations require prior approval by the Coleman Center. To reserve the entire DePaul Room, please submit a request via DePaul1871@depaul.edu with your desired times **at least 48 hours in advance** due to limited availability. **Please include your Full Name, DePaul ID number, date and time desired, and purpose your meeting.** Students may only make private meeting reservations for: a) class project meetings –must include class number and Instructor- b) student organization meetings. Room capacity: 6 seats.

Please do not hesitate to contact us if you have any questions or concerns at
DePaul1871@depaul.edu