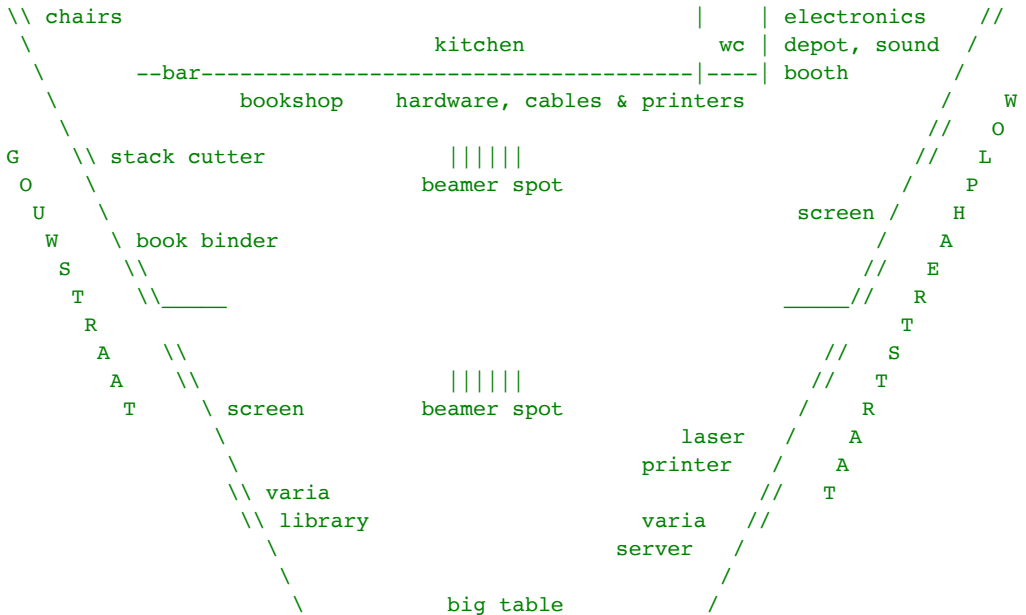
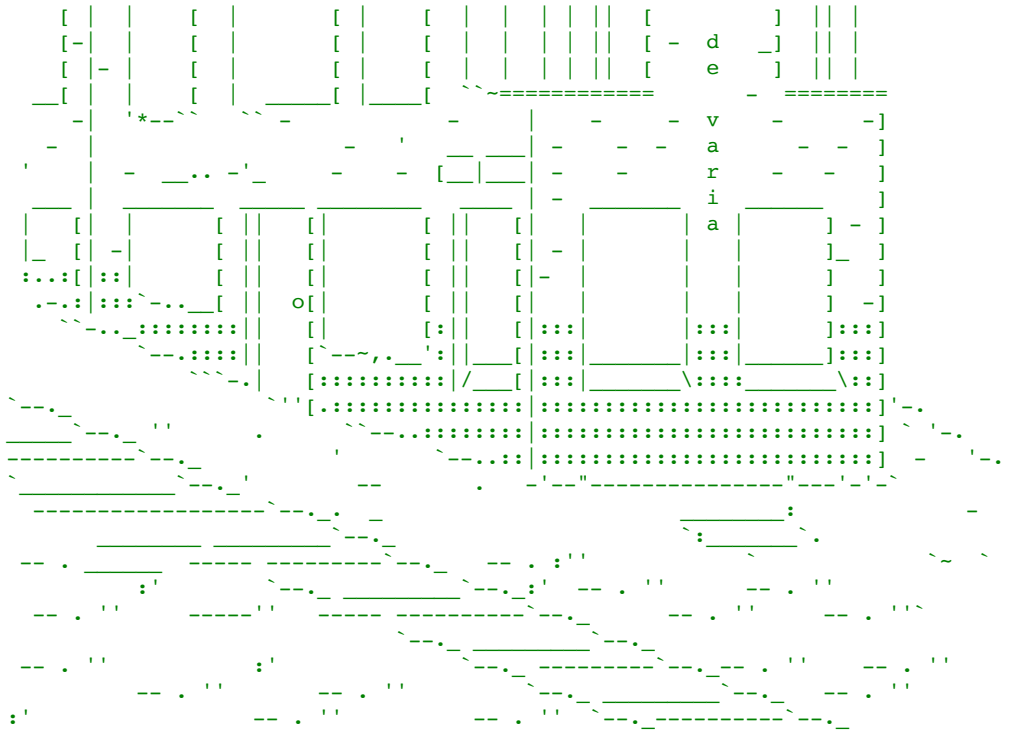


Varia, a collective-space guide



About the space

Varia maintains a collective-space, located at Gouwstraat 3, 3082BA Rotterdam. The building is on the corner of Gouwstraat and Wolphaertstraat. It's shaped a bit like a "V", with two entrances to the space. All members have one key to Varia, some for the Gouwstraat entrance and some for the Wolphaerstraat entrance.

Use of the space

The space is used by members, and non-members for meetings, both social and work-related, and public events such as film screenings, concerts, workshops and informal presentations.

Non-members can use the space with negotiable costs. For example, those with institutional support may use it for a fee of 250eur per day, while those without the support may use it for free on a negotiated basis.

Things in the space

There is a lot of equipment at Varia. A full list of available equipment is in the back of this handbook, under the heading "Collective Infrastructure".

Contacts

The Space Work Group is your point of contact, you can communicate with them through email with the subject heading [space]:

info@varia.zone

Or more urgently, via chat.vvvvvvaria.org

Table of Contents

1. [Checking in](#): how to enter the space
2. [Checking out](#): how to leave the space
3. [Collective infrastructure](#)

Checking in

Hosting

accessibility needs

The two entrances are street-level, so can easily be accessed without a need for a ramp. more on this: <https://varia.zone/en/pages/accessibility.html>

You will need to organise opening and closing the space with a member of the Space Group.

Code of Conduct

Varia has a Code of Conduct, please be aware of it as it explains how we would like the space to be used. <https://varia.zone/en/pages/code-of-conduct.html>

Checking out

A checklist for checking out of the space:

- tidying up
 - put things back
 - clear the tables
 - put chairs back
 - dispose of unused food/drink
- cleaning
 - clean dirty surfaces
 - wash dishes
- locking up
 - make sure both doors are locked (Gouwstraat and Wolphaerstraat doors)

Collective Infrastructure

Printing and binding equipment

Here's a list of all the machines we have which you can try using for small tasks (costs on donation):

- HP Black and White LaserJet 9050dn
- HP Color LaserJet CM6040f MFP
- HP LaserJet P2055dn
- HP DesignJet 650C
- Pen Plotter HP DraftPro EXL
- Riso RP 3700
- Hotglue Binder FKS Printbinder KB2000
- A3 Folding Machine
- A4 Folding Machine
- A4 Stack Cutter
- Nagel Rinak Stapler

Sound and Audio

There is equipment for recording and amplifying audio, including:

- a microphone
- a mic stand
- a mixing deck
- two speakers

Presentations

There are two screens that can be pulled down for projections. We also have a beamer.

Varia Library

Varia has a small collection of books which have been borrowed from members. There is also a growing zine collection. We don't have a system where books and zines can be checked out of the space yet, so please keep them inside.

Services

Etherpad

The etherpad instance Varia hosts can be used for collective notetaking. To use it, visit <https://pad.vvvvvaria.org>