

Twin Cities Coworking Membership Contract

Please sign me up for the following membership package commencing ___ / ___ / ___ (d/m/y).

- **Day Pass (\$25.00 daily)***
- **Part Time (\$200 monthly)***
- **Full Time (\$300 monthly)***

Name: _____

Drivers License # or State ID:

Street Address: _____

Phone:

City & Province: _____

Company Name:

Postal Code: _____

Nature of Business:

E-mail: _____

Website Address: _____

Membership Fee: _____

Security Deposit: **(One half of 1 months fee)** _____

Total due: _____

Our invoices are sent out on the 21st of every month and are due by the 1st of the next month. If you are joining on any day other than the 1st, your first month will be pro-rated at 30 days.

Please select your preferred method of payment:

- Cash
- Visa
- Master Card

Card Number

Cardholder's Name

Expiry Date

Signature

Our goal is to provide our members with the same freedom and flexibility they are accustomed to in their home office environment. For that reason, our space is primarily self-governing. We ask only that you consider the interests of those around you and that you abide by the following:

Privacy

Although we strongly encourage collaboration among members, we ask that members respect each others' needs for quiet enjoyment. Violations of privacy, personal space, virtual space, and intellectual property are strictly prohibited.

Cell Phones

In the interests of maintaining a peaceful environment we request that all members, guests, and clients turn their phones to vibrate while in the space. We also ask that you use a personal space for verbal conversations-ie.phone booth, common space or a meeting room for all calls.

Your Access Card

Cards are not transferable and should not be lent out at any time to any one for any reason. Lending of Access Cards will result in termination. If your card is misplaced or stolen, you must notify staff immediately.

Guests

Twin Cities Coworking is accessible to full time members twenty four hours a day seven days a week. Guests are the responsibility of the member whom they are accompanying. Non-members are not permitted in the space after hours only when accompanied by a member. Members who are expecting more than three after hour's guests must first notify a staff member. Guests attending Twin Cities Coworking must sign in on every occasion; guests attending more than twice in a month must be qualified by member (guest, clients, collaborator, vendor or other).

Damage

Twin Cities Coworking retains the right to charge members for any damage to the facility or its equipment that exceeds regular wear and tear.

Liability

Twin Cities Coworking, its staff, and its owners are not responsible for the loss, theft or damage of equipment, documents or other assets left in the facility. We strongly encourage our members to both back up their data and to insure their property.

Acceptable Use

We reserve the right to charge members for meeting room time, printing, shipping and receiving, phone use, and other services which exceed normal consumption.

Our Right to Refuse Service

Twin Cities Coworking retains the right to revoke the membership of any individual or organization that violates our policies, whose account is outstanding, or whose actions cause a disruption to operation of the space.

The information submitted in this application is true and correct, and I have read and agree to the terms above.

I release Twin Cities Coworking, and its agents from any claims for loss, theft, or injury to myself or my property.

I have received & Agree to the Twin Cities Coworking Terms of Use.

Name (print)

Date

Signature

Signature Witness (Title)