



Coworking Membership Agreement

CoWorx City offers a shared, community-driven workspace for location-independent entrepreneurs. It exists because of you and for you. As a resident, you will not just be a member of CoWorx City; you will be an essential part of our community.

Membership Features

Following are some, but not all, of the benefits residents receive as part of their membership:

All Memberships:

- Access to high-speed wireless internet
- Access and use of conference room (digital reservation required)
- Complimentary admission to our monthly networking events
- Invitation to Resident-Member Only events (fee and non-fee events)
- Access to the space during normal operating hours
- Community kitchenette
- Abundance of complimentary on-site parking

Membership Types:

Please choose your location and membership type below:

_____ *CoWorx City at 301 (Open Desk Lounge Work Space)*

SoMD CEO Membership (Investment: \$600/month)

- Unlimited access
- Priority and unlimited conference room access
- Professional business mailing address service

Mailbox Membership ONLY (Investment: \$55/month)

- Professional business address
- One-Day pass to access and use the open space *or* conference room (2-hr maximum reservation for the conference room)

Conference Room Rental ONLY (Investment: \$100/for every 2-hour rental)

- Conference Room reservations are reserved in 2-hr blocks at \$100 per time block
- Access to the WiFi and A/V equipment for your meetings/presentations

_____ **CoWorx City at DNS Executive Suites (Private Office Suites)**

- SoMD CEO: Small Private Suite- Membership (Investment: \$500/month-Max occupancy 1 person)**
 - Unlimited access
 - Unlimited conference room access
 - Professional business mailing address service

- SoMD CEO: Mid-Size Private Suite- Membership (Investment: \$600/month-Max occupancy 2 people)**
 - Unlimited access
 - Unlimited conference room access
 - Professional business address

- SoMD CEO: Large Private Suite- Membership (Investment: \$700/month-Max occupancy 3 people)**
 - Unlimited access
 - Unlimited conference room access
 - Professional business address

Resident Contact Information

Company Name: _____

First Name: _____ Last Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Website: _____

Industry: _____

Emergency Contact Name: _____

Emergency Contact Number: _____

Emergency Contact Email: _____

Do you APPROVE CoWorx City publishing your name, company, position, and web-site on our member directory and website? Your personal contact information (phone, address, email) will be kept private. Yes No

Do you APPROVE CoWorx City processing a background check on each team member that will be accessing any of our locations? Yes No

Payment Terms & Options

Invoicing and Payment

All residents are automatically invoiced monthly in advance based on their membership option. Included in your monthly membership investment is the office cleaning service, shared utility service, and high-speed Wi-Fi are any variable charges that may have been incurred during the previous period. Payment is required at the beginning of the month for that period, at the date specified in the invoice.

Payment Date

Membership payments are due on the 7th business day of each month.

CoWorx City reserves the right to charge a late fee of \$25 for any membership that is unpaid after the 7th day of the month and/or withhold services if payments are not received on time. Your electronic access code to gain entry into CoWorx City offices will be deleted on or after the 15th day of the month for any unpaid memberships. If access is deleted, Residents who desire to renew their membership will be required to pay a \$100 re-instatement fee and two months of membership at the monthly investment rate at that time. This process does not apply if in fact Resident cancels, with a 30-day advance written notice preceding the cancellation and returns at a later date as an active member.

Payment Methods

Residents may pay via Credit Card, PayPal, or Check. ****Please note** - to keep costs at a minimum, any payments made by credit card or PayPal shall incur a \$5.95 service charge to help us offset the fees charged by our online payment portal friends😊.

Security Deposit

Non-refundable Technology Fee: \$150.00

Renewals and Terminations

This Agreement is automatically renewed at the end of each period with consent of each party.

The T&C must be adhered to at all times. Failure to follow T&C can result in non-renewal or early termination of usage of the Services. CoWorx City reserves the right to terminate any Service at any time, immediately and without notice, if you fail to comply with the T&C. This includes non-payment or violation of the space rules. If an involuntary termination occurs, CoWorx City will NOT refund any amounts paid for unused periods or prorate your membership.

Involuntary termination is an unfortunate circumstance and it is our hope that we are in constant communication to resolve any issue to alleviate this situation.

Residents may terminate this Agreement by giving a written notice of termination as established in this Agreement. Termination shall be in effect as of the end of that calendar month. Should

the resident not provide CoWorx City with a written and timely notice of termination, then the Membership Period shall continue in accordance with the Payment and Terms section above.

By signing below, I hereby acknowledge that I have read and understood all of the terms contained in this Agreement and further agree to be bound to the Agreement regarding my participation as a Member/Resident of CoWorx City.

Printed Name: _____

Signature: _____

Date: _____

******* Internal Use Only *******

Location: _____

Membership Approval Summary

New Member Name _____ paid \$_____ in advance, which includes a non-refundable technology fee and _____ months of _____ (type) membership.

Favorable Background Verification Completed:
Date of Report _____ Signature of Approver _____

Verification of Active Liability Insurance:
Policy Number: _____
Date of Report _____
Signature of Approver _____

Signed Terms and Conditions
Date of Receipt _____
Signature of Approver _____

New Member Package Provided?

Date of Receipt _____
Signature of Approver _____
Signature of Receiver _____

Door Access Code Provided?
Date of Receipt _____
Signature of Approver _____
Signature of Receiver _____

Membership will commence on _____.

Credit Card Authorization

We require all residents to keep a credit card on file with us if you are paying by credit card. Of course, we protect this information and keep it confidential.

VISA MasterCard American Express

Name on Card: _____

Card Number: _____

Zip Code on Card: _____ Exp Date: _____

CVV (3-Digit Code on Back): _____

I authorize CoWorx City to charge my credit card monthly (the 1st day of the month) for my membership fee. Additionally, this credit card may be charged the cost of repairing damage to the interior/exterior of any CoWorx City location caused intentionally or through the negligence of myself or my guests. CoWorx City will provide a detailed invoice for repair 10 days prior to the charge, which at that time, I will notify CoWorx City of any exception I might have to these charges as documented by the invoices provided before the charge is completed.

This authorization is to remain in full force and effect until CoWorx City has received written notice from me of membership termination. Note that 30 days advance written notice of termination is required.

Signed: _____ Date: _____