

# GOLD COWORKING MEMBERSHIP AGREEMENT

JWP OPERATIONS LLC dba ANCHOR OFFICE (Anchor) agrees to provide to \_\_\_\_\_, "Member", the service set out below at the monthly rate listed. Member agrees to prepay the service charges stated by the first day of each month. Member will be invoiced. Should such payment be received after the third (3rd) day of the month, a ten percent (10%) late charge will be assessed. Checks returned for any reason will be charged a \$35.00 service fee.

<u>SERVICE PROVIDED</u>	<u>MONTHLY FEE</u>
Gold Coworking Membership	\$225.00

Anchor shall provide Member with one hundred (100) hours per month of usage in the Coworking Area during business hours of 8AM-5PM Monday-Friday. Also included are Wi-Fi Internet, Coffee, Tea and Water. Usage of hours will be calculated in no less than thirty (30) minute time increments. Further, Member is defined as being one individual and the service described above will be provided for only one individual. Should other associates be desirous of this service, it will require an additional membership and an additional monthly fee.

The beginning date of this agreement is \_\_\_\_\_. If the beginning date is not the first (1<sup>st</sup>) day of the month, then the monthly fee will be pro-rated for that initial, partial month, but the agreement term will be calculated from the first (1<sup>st</sup>) day of the following month. The agreement shall continue on a month-to-month basis thereafter. If either party elects to terminate this agreement, they shall, thirty (30) days prior to the desired date of termination, give written notification of their intent to terminate said agreement. Said agreement can only terminate on the last calendar day of the month.

Member shall adhere to the attached Coworking Area Rules and Regulations.

Anchor reserves the right to make changes in the terms and fee structure for said service performed; however, thirty (30) days written notice must be given by Anchor to Client prior to actual occurrence of changes.

**JWP OPERATIONS LLC**

\_\_\_\_\_

By: \_\_\_\_\_  
Jan W. Paape

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## COWORKING AREA RULES & REGULATIONS

1. Member will sign in and sign out at reception upon each period of usage.
2. Appropriate attire and business-like manner is expected at all times. Noise level will also be appropriate so as not to interfere with or annoy other members or Anchor clients.
3. Beverages may be consumed in the Coworking Area; however, food (including snacks) is prohibited except for when a member has reserved the space for an event and catering has been authorized by Anchor.
4. Member shall not affix anything to the windows, walls, artwork or any other surface in the Coworking Area. This includes Post-It Notes, flip chart pages, etc.
5. Member will not tamper or adjust the temperature control thermostats. Anchor management will make adjustment at the request of Member at Anchor's discretion.
6. Member shall practice customary housekeeping standards within the Coworking Area.
7. Member will not obstruct any corridors or halls or use them for any purpose other than egress and ingress. Member will not prop open any corridor doors or exit doors during or after business hours.
8. All entry doors to the center shall remain locked prior to 8AM and after 5PM, Monday through Friday and all day during the weekend and holidays.
9. The parking garage and driveways are to be used only for the purpose intended by the building and shall not be obstructed or misused in any way. Member will adhere to this policy.
10. All property belonging to Member and/or your guests shall be at your personal risk and neither Anchor nor agent shall be liable for any damages, theft or misappropriation.
11. Member will bring no animals other than registered service dogs into the building.
12. No flammable, hazardous material, i.e. explosives, gasoline, kerosene, oil, acids, etc. shall be brought into the Meeting Rooms or any other part of the center.
13. All parts of Anchor are designated as non-smoking. A No Smoking Policy is in effect in the building, in all public areas, including lobbies, corridors, elevators, entrances, restrooms and stairwells. Smoking shall be permitted only in such areas as designated by building management.
14. Anchor reserves the right to exclude or expel from the building any person who, in the judgment of Anchor, is intoxicated or under the influence of alcohol or drugs, or who shall in any manner do any act in violation of any of the rules and regulations of the Building or who causes any disturbance to other Clients, Members, visitors or invitees.

15. Handgun Policy. Anchor's Landlord for the building (4265 San Felipe) has a handgun policy that states that tenants of the building cannot open carry or conceal carry within 4265 San Felipe. This policy passes through to all Tenants in the building and their employees, clients, guests and contractors. The policy states: "all tenants remain prohibited under current lease restriction from carrying handguns (whether open or concealed) into the building or Tenants' own premises. In addition, all Tenants are required by the leases to enforce the same policy with respect to their employees, clients, guests and contractors". Anchor expects all their clients, their guests and invitees to comply.
16. Member agrees to all terms set out in Coworking Membership Agreement.
17. Anchor reserves the right at any time to rescind any of these rules and regulations and to make such other and further rules and regulations, as in its sole judgment, shall from time to time be needful for the safety, protection, care and cleanliness of the premises.