



Membership Agreement

WRKING Space offers a shared, community-driven workspace for location-independent workers. It exists because of you and for you. As a member, you will not just be a customer of WRKING Space; you'll be an active part of what WRKING Space is and does.

Membership Features

Below are some, but not all, of the benefits members receive as part of their membership:

All Memberships

- Access to high-speed wireless internet
- Use of all common areas
- Access to the space during normal operating hours for work week memberships (8:00am-5:00pm Monday thru Friday for flexible spaces, and 24/7 for dedicated desks and private offices.)

Flex Day (\$19/day)

People interested in dropping in for the day can do so for a day rate, provided there is sufficient space. Contact us ahead of time for availability at info@wrkingspace.com.

Flex Space - Light - 2 Work Days (\$75/month)

- Access up to two days, 8am-5pm, M-F per calendar week
- Discount on additional days (\$15 per additional day)

Flex Space - Work Week (\$125/month)

- Access up to five work week days, 8am-5pm, M-F per calendar week
- Discount on additional days (\$15 per additional day)

Dedicated Desk - Shared Space (\$225/month)

- Access to extended hours 7 days per week
- Your own space in a shared lockable office
- Use the communal space to book events after hours

WRKINGSPACE

Private Office #___ (\$___/month)

- Access 24 hour access, 7 days per week
- Dedicated Lockable Office
- Use our address to receive UPS and Fed-ex shipments 24/7
- Savings for quarterly payments

Payment Terms & Options

The following outlines how payments are handled:

Due Dates

- All membership payments are due on the date listed on your invoice (Typically 1st of month).
- WRKING Space reserves the right to charge late fees and/or withhold services if payments are not received on time.

Payment Methods

- Members may pay via Cash, Check, ACH, or Credit. Invoices will be sent via email.

Choose A Membership Level

Please indicate the quantity of memberships, if applicable.

- Flex Space Light Membership (\$75/month)
- Flex Space Work Week Membership (\$125/month)
- Dedicated Desk (\$225/month)
- Dedicated Office #___

I have paid \$___ in advance, which includes a \$99 security deposit and ___ months of membership. Quarterly and Yearly prepaid memberships do not require a security deposit. My membership will commence on ___/___/___.

THIS PAGE FOR YOUR OWN RECORDS



Terms of Use

Our community space works because we all commit to making it work together.

It's important that you read these terms carefully to understand your rights and protections, as well as ours. Please contact us at info@wrkingspace.com if you have questions regarding this TOU.

1. Acceptance of Terms.

The services WRKING Space, LLC ("WRKING Space") provides to you, the undersigned (including but not limited to use of office space and access to Internet), are subject to the following Terms of Use ("TOU").

WRKING Space reserves the right to update the TOU at any time. WRKING Space will attempt to contact you to notify you of any updates within 30 days of their enactment using the contact information provided in the Membership Agreement.

2. Description of Services.

WRKING Space may provide you with access to office space, work stations, Internet access, office equipment, conference space, knowledge resources, and other services as WRKING Space may provide from time to time (collectively, "Services"). The Services at all times are subject to the TOU.

3. No Unlawful or Prohibited Use.

As a condition of your use of the Services, you will not use the Services for any purpose that is unlawful or prohibited by these terms, conditions and notices. You may not use the Services in any manner that could damage, disable, overburden, or impair any WRKING Space server, or the network(s) connected to any WRKING Space server, or interfere with any other party's use and enjoyment of any Services. You may not attempt to gain unauthorized access to any Services, or accounts, computer systems or networks connected to any WRKING Space server or to any of the Services, through hacking, password mining or any other means. You may not obtain or attempt to obtain any materials or information through any means not intentionally made available through the Services.

You hereby represent and warrant that you have all requisite legal power and authority to enter into and abide by the terms and conditions of this TOU and no further authorization or approval is necessary. You further represent and warrant that your participation or use of the Services will not conflict with or result in any breach of any license, contract, agreement or other instrument or obligation to which you are a party.

4. Use of services.

You agree that when participating in or using the Services, you will not:

- a. Use the Services in connection with contests, pyramid schemes, chain letters, junk email, spamming or any duplicative or unsolicited message (commercial or otherwise);
- b. Defame, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others;
- c. Publish, post, upload, distribute or disseminate any inappropriate, profane, defamatory, obscene, indecent or unlawful topic, name, material or information on or through WRKing Space Services;
- d. Upload, or otherwise make available, files that contain images, photographs, software or other material protected by intellectual property laws, including, by way of example, and not as limitation, copyright or trademark laws (or by rights of privacy or publicity) unless you own or control the rights thereto or have received all necessary consent to do the same;
- e. Use any material or information, including images or photographs, which are made available through the Services in any manner that infringes any copyright, trademark, patent, trade secret, or other proprietary right of any party;
- f. Upload files that contain viruses, Trojan Horses, worms, time bombs, cancelbots, corrupted files, or any other similar software or programs that may damage the operation of another's computer or property of another;
- g. Download any file(s) that you know, or reasonably should know, cannot be legally reproduced, displayed, performed, and/or distributed in such manner;
- h. Restrict or inhibit any other user from using and enjoying the Services;
- i. Violate any code of conduct of other guidelines which may be applicable for any particular Service;
- j. Harvest or otherwise collect information about others, including email addresses, without the authorization or consent of the disclosing party;
- k. Violate any applicable laws or regulations; and
- l. Create a false identity for the purpose of misleading others.

5. WRKing Space reserves the right at all times to disclose any information about you, your participation in and use of the Services as WRKing Space deems necessary to satisfy any applicable law, regulation, legal process or governmental request, or to edit, refuse to post or to remove any information or materials, in whole or in part, in WRKing Space's sole discretion.

6. Confidentiality.

- a. You acknowledge and agree that during your participation in and use of the Services you may be exposed to Confidential Information. “Confidential Information” shall mean all information, in whole or in part, that is disclosed by WRKing Space, or any participant or user of the Services or any employee, affiliate, or agent thereof, that is nonpublic, confidential or proprietary in nature.

Confidential Information also includes, without limitation, information about business, sales, operations, know-how, trade secrets, technology, products, employees, customers, marketing plans, financial information, services, business affairs, any knowledge gained through examination or observation of or access to the facilities, computer systems and/or books and records of WRKing Space, any analyses, compilations, studies or other documents prepared by WRKing Space or otherwise derived in any manner from the Confidential Information and any information that you are obligated to keep confidential or know or has reason to know should be treated as confidential.

- b. Your participation in and/or use of the Services obligates you to
 - I. maintain all Confidential Information in strict confidence;
 - II. not to disclose Confidential Information to any third parties;
 - III. not to use the Confidential Information in any way directly or indirectly detrimental to WRKing Space, or any participant or user of the Services.
- c. All Confidential Information remains the sole and exclusive property of WRKing Space or the respective disclosing party. You acknowledge and agree that nothing in this TOU or your participation or use of the Services will be construed as granting any rights to you, by license or otherwise, in or to any Confidential Information or any patent, copyright or other intellectual property or proprietary rights of WRKing Space, or any participant or user of the Services.

7. Participation In or Use of Services.

You acknowledge that you are participating in or using the Services at your own free will and decision. You acknowledge that WRKing Space does not have any liability with respect to your access, participation in, use of the Services, or any loss of information resulting from such participation or use.

8. Disclaimer of Warranties.

To the maximum extent permitted by applicable law, WRKing Space provides the services “as is” and with all faults, and hereby disclaim with respect to the services all warranties and conditions, whether express, implied or statutory, including, but not limited to, any (if any) warranties, duties or conditions of or related to: merchantability, fitness for a particular purpose, lack of viruses, accuracy or completeness of responses, results, workmanlike effort and lack of negligence. Also, there is no warranty, duty or



condition of title, quiet enjoyment, quiet possession, correspondence to description or non-infringement. The entire risk as to the quality, or arising out of participation in or the use of the services, remains with you.

9. Exclusion of Incidental, Consequential and Certain Other Damages.

To the maximum extent permitted by applicable law, in no event shall WRKING Space or its subsidiaries (whether or not wholly-owned), affiliates, divisions, and their past, present and future officers, agents, shareholders, members, representatives, employees, successors and assigns, jointly or individually be liable for any direct, special, incidental, indirect, punitive, consequential or other damages whatsoever (including, but not limited to, damages for: loss of profits, loss of confidential or other information, business interruption, personal injury, loss of privacy, failure to meet any duty (including of good faith or of reasonable care), negligence, and any other pecuniary or other loss whatsoever) arising out of or in any way related to the participation in or inability to participate in or use of the services, the provision of or failure to provide services, or otherwise under or in connection with any provision of this agreement, even in the event of the fault, tort (including negligence), strict liability, breach of contract or breach of warranty of WRKING Space, and even if WRKING Space has been advised of the possibility of such damages. Because some states/jurisdictions do not allow the exclusion or limitation of liability, for consequential or incidental damages, the above limitation may not apply to you.

10. Limitation of Liability and Remedies.

Notwithstanding any damages that you might incur for any reason whatsoever (including, without limitation, all damages referenced above and all direct or general damages), the entire liability of WRKING Space or its subsidiaries (whether or not wholly-owned), affiliates, divisions, and their past, present and future officers, agents, shareholders, members, representatives, employees, successors and assigns under any provision of this TOU and your exclusive remedy for all of the foregoing shall be limited to actual damages incurred by you based on reasonable reliance up to ten dollars (USD \$10.00). The foregoing limitations, exclusions and disclaimers (including sections 8 and 9 above) shall apply to the maximum extent permitted by applicable law, even if any remedy fails its essential purpose.

11. Termination.

WRKING Space reserves the right to terminate any Service at any time. WRKING Space further reserves the right to terminate your participation in and use of any Services, immediately and without notice, if you fail to comply with the TOU.



12. Indemnification.

You release, and hereby agree to indemnify, defend and save harmless WRKing Space and WRKing Space's subsidiaries (whether or not wholly-owned), affiliates, divisions, and their past, present and future officers, agents, shareholders, members, representatives, employees, successors and assigns, jointly and individually, from and against all claims, liabilities, losses, damages, costs, expenses, judgments, fines and penalties based upon or arising out of your negligent actions, errors and omissions, willful misconduct and fraud in connection with the participation in or use of the Services. You further agree in the event that you bring a claim or lawsuit in violation of this agreement, you shall be liable for any attorneys' fees and costs incurred by WRKing Space or its respective officers and agents in connection with the defense of such claim or lawsuit.

14. Severability.

In the event that any provision or portion of this TOU is determined to be invalid, illegal or unenforceable for any reason, in whole or in part, the remaining provisions of this TOU shall be unaffected thereby and shall remain in full force and effect to the fullest extent permitted by applicable law.

15. Insurance.

WRKing Space will carry General Liability insurance. As a user, it is strongly suggested that you carry a Renters Insurance policy to cover your own equipment while using our space. That policy may cover your current residence/office, as well as the premises of WRKing Space.

16. Fee Increases

We may increase the membership fee at our discretion. We will inform you of any increase no later than 60 days prior to the effective date of the increase. You will pay the new amounts as of and after that date.

17. Facility Use

17.1 Care and Maintenance

We will maintain the Facility and the equipment made available to you in good condition and repair. You will use due care at the Facility and any workspace you use. You will keep your workspace clean and in good order, and use it in compliance with any policies or guidelines we give you. You will let us know promptly if you or others damage the Facility or any workspace, and you will cooperate with us to repair the damage if necessary.

17.2 No Animals

No animals are permitted in the Facility for any reason, with the exception of service and therapy dogs.

17.3 Compliance with Laws and Client Policies

You will comply with all applicable laws applicable including, without limitation, laws relating to fire safety and materials use, public health, mail or wire fraud, and any other Client policies or guidelines.

17.5 Media Release

We may film, tape, photograph, interview, and otherwise document the coworking or meeting, event, and spaces in the Facility. We'll make reasonable efforts to notify you in advance if these materials will include you, your guests, or your workspace.

17.6 Common Areas

You have access to the common areas in the Facility, including bathrooms and communal kitchen. We ask you to use these common areas in a respectful manner, including helping to keep them clean and ready for use by others.

17.7 Noise

You acknowledge that the Facility is located within a multi-tenant complex. You will maintain a reasonable volume and will reduce your volume at our instruction.

17.8 Conduct

You will be responsible for your own conduct and your guests' conduct. You will ensure that you and your guests:

- a. not use drugs, smoke, or vape in the Facility or within 25 feet of the building entrance(s)
- b. not engage in violence of any kind in the Facility
- c. not bring firearms, other weapons, or illegal substances of any kind into the Facility
- d. not engage in conduct deemed disorderly at the sole discretion of Client staff and use the Facility in a considerate manner at all times.
- e. not using any flammable products anywhere inside the building

Signature requirement on next page

WRKINGSPACE

I hereby acknowledge that I have read and understood all of the terms and conditions contained in this TOU and further agree to be bound to the TOU regarding my participation in and use of the Services.

Signature: _____ Date: _____

Name (Printed): _____

Contact Information

Name: _____

Home address: _____

Phone: (____)____-_____

Can we text this number, if not please list a textable number :

Email: _____

Company (if applicable): _____

Position: _____

Website: _____

Is it OK to publish your name, company, position, and web site on our member directory and web site? Your personal contact information (phone, address, email) will be kept private.

___ Yes ___ No

Membership Type (Include # for Offices): _____ Start Date: __/__/__

Monthly Quarterly (3% discount) Yearly (5% discount)

1st Payment including Deposit:\$ _____ (Flat rate \$99 security deposit)

Private Office Options:

Organization Name listed on marquee

Yes No If yes what would you like the name to listed as (24 characters max):

Access to Shared video doorbell

Yes No If Yes what email address for login app access: _____@_____

Sign with logo outside your office door

Yes No If Yes please send the logo to info@wrkingspace.com

Please do not list our address as your physical business address.

List Your address as: Located inside WRKing Space 74135 Church St., Armada, MI

Wrking Space floor plan layout

