

COWORK PERRY

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Membership Contract

info@coworkperry.com

Cowork Perry
1 Lake St, Suite 203
Perry, NY 14530

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Cowork Perry provides members (you) with flexible month to month membership options. We do not use the terms lease, tenant or landlord because we are not leasing space. All membership options are month to month and can be terminated without notice or reason by either Cowork Perry or the member.

Section 01: Cowork Perry

These guidelines have been created to make sure that everyone feels at home, is on the same page, and understands what is expected of them. Let's build a great community.

While we don't want to make you cross your heart and hope to die...or stick a needle in your eye, we do ask you to promise to uphold these values and be cool. We want our community to be a place of belonging, great conversation, and all-in-all feeling comfortable and productive. Our team reserves the right to enter any space or office unannounced for any reason at any time.

Section 02: Be Welcoming

In consideration of use of the Cowork Perry facilities, pinky-promise and agree to Be A Welcome Mat (not a doormat...those are different):

This could include: answering the door or offering a quick tour (no microphone or backwards-walking required). Please treat people like they're in your home; don't ignore them. Show them around or ask how their day was, and if you don't know them ask why the heck they're there. If someone looks lost point them in the right direction and say "Welcome."

Section 03: Opening & Closing

[First one in] Turn on the lights, and have a look around to make sure things are in order.

[When you leave] If you're the last one, please be sure to turn off all the lights, check to make sure things are off and be sure that the door is locked before you go.

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Section 04: Parking

The street parking near the building entrance is limited, and 2-hour. Please respect this. There's plenty of unrestricted parking in the municipal lot around the corner and down the block at 'Festival Plaza' on Main St. It is the lot between the Country Kitchen restaurant and Napa Auto Parts.

Section 05: Space Cleanliness

Please treat our shared space with respect. You won't be asked to vacuum or dust, but we do ask that everyone be courteous and be sure to put trash away and keep the spaces we share clean and tidy.

[Guests] We know you're going to have guests from time to time (and we encourage that) but please make sure to clean-up after them.

[Trash] If the trash is super full, or stinky you are welcome to take it with you when you leave. There is a dumpster marked 'PNY' at the rear of the building, but it is frequently locked. If it is locked, please don't leave the trash outside the dumpster. Instead, either take it to an appropriate receptacle elsewhere or leave it inside and send a "trash alert" email to info@coworkperry.com.

[Vaping] We advocate for healthy habits! Don't do it. But if you must, please take it outside. No vaping in the meeting spaces, or any other space inside Cowork Perry.

Section 06: Space Access

The suite door at Cowork Perry operates via electronic access codes.

Access for members is provided via codes for the keypad. This is the only access control system that used for our space. Once membership is confirmed you will receive instructions for use of the system.

DO NOT prop the door open for any reason. This guideline is in place to ensure the building and members stay as safe and secure as possible.

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Section 07: Meeting Space

Members have access to the meeting rooms at Cowork Perry.

Each membership type is allocated a monthly amount of time to be booked in any of the available rooms. When you make a reservation for additional time through the system, the system will charge for the additional time reserved.

- Lite (occasional) - 1 hr/month
- Flex (part-time) - 2 hrs/month
- Anytime (extended) - 4 hrs/month

[Canceling a Booking] Failure to cancel your booking 12 hours in advance of the start time will result in a loss of booking hours.

[Buying More Hours] If you have used your allowed time you can purchase additional meeting space hours through the system.

[Guaranteed Availability] We do not guarantee meeting space availability. With that said, we will always do our best to find an accommodation for you if the calendar is looking full.

Section 08: Internet Access

We plan to implement portal access to utilize the WiFi at Cowork Perry. Please stay tuned for updates/details regarding access and use. For access assistance, email info@coworkperry.com.

We do what we can to ensure that internet service is consistent and high quality. Unfortunately, factors that impact internet accessibility are largely outside our control. We do not provide refunds or compensate Cowork Perry members in any way for internet downtime caused by the Internet Service Providers.

Section 09: Printing

Our location has an HP inkjet scanner/printer and a Cannon black and white photocopier. Members have access to both via USB cable connections. Cowork Perry will provide ink, toner and paper.

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Both devices are to be used for small personal printing tasks.

Email info@coworkperry.com to report depleted ink, toner or paper supplies or for guidance on whether a job is of an acceptable size.

We suggest contacting nearby printers, Warsaw Penny Saver 585-786-8161 for color printing or copy jobs that are not small.

Section 10: Communication

Questions, concerns and comments may be sent to info@coworkperry.com

Section 11: Music & Noise

Please respect your coworkers. Keep your music to yourself. Reports of excessive volume or disruptive music and noise may result in a termination of membership.

Section 12: Space Sharing

Respect your Coworking Family's Routine: Some people are Chatty Cathys and some are silent Sals, neither of these are wrong ways to be. While this is your home, please be conscious of your neighbors work habits.

If they have their headphones in, please send them a digital message before you bother them in person, it may disrupt their workflow.

For you headphoners, if someone is having a conversation near you (and it's bothering you), feel free to move somewhere more secluded or politely ask them to keep it down - book the conference room for a little bit, or hop into another area.

People should be able to have short (5-10 minutes) business conversations wherever as long as the topic is appropriate for other members to hear.

Personal conversations in person and on the phone should be taken from a meeting space, outside or another private space.

Be thoughtful and mindful of what you share openly in the

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space.

Things that are not appropriate:

- Speakerphone use in the open workspace. This includes conversation and music playing.

Section 13: Guests

You are welcome to bring guests to join you at Cowork Perry. The following restrictions apply.

- 1 or 2 guests at any given time, 4 times a month
- Guests must be registered at least 24 hours in advance with Cowork Perry management to utilize the space. Please send info@coworkperry.com an email to register your guest.
- You, the member, must be in the space at all times with the guest.

Section 14: Payment

Payment is handled via credit card or ACH using the coworking software. Payment occurs on membership start date and then recurs automatically on the first of the month until membership is cancelled. You explicitly agree that we have your authorization to charge your credit card on a recurring basis.

If you start on a day of the month other than the first of the month, the charge will be prorated.

[Failure to Pay] Failure to pay overdue invoices within 10 days of the 1st of the month will result in termination of membership.

Section 15: Termination

Cowork Perry reserves the right to terminate any membership at any time without notice and without a refund.

Failure to follow any of the guidelines outlined in this document can result in termination of membership.

Section 16: Liability

Indemnification and Release of Liability. In consideration for

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receiving permission to use Cowork Perry, you RELEASE, WAIVE, AND DISCHARGE, and agree to INDEMNIFY AND HOLD HARMLESS Cowork Perry, its officers, agents, or employees (hereinafter referred to as RELEASEES) from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by you or your guests, or to any property belonging to you or your guests, while in or on the premises, IF SUCH LOSS IS CAUSED BY YOUR ACTION, INACTION, OR NEGLIGENCE and regardless of whether such liability arises in tort, contract, strict liability, or otherwise, to the fullest extent allowed by law.

You voluntarily assume full responsibility for any risks of loss, property damage, or personal injury, including death that may be sustained by you or your guests, or any loss or damage to property owned by you or them IF CAUSED BY YOUR OWN OR YOUR GUESTS' ACTIONS, INACTIONS, OR NEGLIGENCE, to the fullest extent allowed by law.

Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of New York.

Section 17: Cancellation

A 30 day notice is required for cancellation. Notice of cancellation must be in written form via an email to info@coworkperry.com.

Section 18: Refund Policy

There are no refunds.

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