

Cowork Chilliwack Membership Agreement

By signing up and paying your first monthly membership fee, you agree to the Cowork Chilliwack Membership Agreement outlined in this document which is in place for all members.

Completion of the sign-up process does not create a tenancy but a prepaid usage license to use the provided amenities on a monthly basis.

This license may be renewed each month for memberships with consent of each party. The policies outlined in this document must be adhered to at all times. Failure to do so can result in non-renewal or even early termination of the usage license.

Summary of membership types

	Hot Desk Lite	Hot Desk Full	Hot Desk Plus	Mini Office	Small Office	Medium Office	Large Office	Extra Large Office
Fees	\$99 / mo	\$199 / mo	\$249 / mo	\$399 / mo	\$499 / mo	\$599 / mo	\$799 / mo	\$999 / mo
Number of days inc.	2 days per week (M-F)	5 days per week (M-F)	Everyday	Everyday	Everyday	Everyday	Everyday	Everyday
Memberships	1 person	1 person	1 person	1 person	1 person	1 person	Up to 2 people	Up to 3 people
Hours available	8:30–5:00 (M-F)	8:30–5:00 (M-F)	24/7	24/7	24/7	24/7	24/7	24/7
Desk type	Shared, non-permanent	Shared, non-permanent	Shared, non-permanent	1 with locking door	1 with locking door	1 with locking door	2 with locking door	3 with locking door
Meeting room credit	None	2 hours / month	4 hours / month	4 hours / month	8 hours / month	8 hours / month	12 hours / month	16 hours / month
	For meeting room use included in your membership, you must be in attendance at all meetings; meetings held without a member in attendance for the entire meeting will be billed for meeting room usage							
Food and Beverages	Complimentary hot beverages are for members only; you are welcome to bring in your own food and non-alcoholic beverages for your guests							
Mail service	Business address and business mail handling services are provided for one business per membership							
Utilities	Wi-Fi, coffee, printer, copier, confidential shredding, package acceptance, mailing address							
Fees due on	All monthly membership payments are paid in advance and are due on their recurring start date							
Late fees	We reserve the right to charge late fees and/or withhold services if payments are not received on time							
Payments	Members must pay by credit card							

Mail Address Only Membership \$39 per month—provides a business address and business mail handling for an additional business of a Cowork Chilliwack member, or an address for a Mail Address Only member.

Plus One Membership \$100 per month—an additional person can be added to any Office membership.

Lock Rental \$25 per month—can be added to any Hot Desk membership.

Use of service

Services are being provided by Cowork Chilliwack acting by and through Currency Marketing Inc.

Quiet enjoyment

All members and guests have the right to quiet enjoyment and any behaviour that breaches this will not be condoned.

Open environment

This is an open office shared by many different peoples and organizations. Anything said should be expected to be heard by others if you like it or not.

Use of space

All offices and open spaces are fully furnished. Members are welcome to bring in their own computer equipment. Private Office members are able to add a few personal touches with management approval. Hot Desk members are not allowed to customize the space. All memberships are non-transferrable and non-shareable and cover the individual member's use only.

Prohibited items

The following items are not allowed anywhere on site: compressed gas, corrosive and oxidizing materials, explosives, flammable liquids and solids, firearms and ammunition, fuel-powered equipment, poisons, toxins, or radioactive materials.

Plus One memberships

With management's permission, Private Office members may add additional members using a Plus One membership. These additional members may only share the Private Office space, not Hot Desk spaces.

Display and promotion of businesses

Cowork Chilliwack provides shared space for promotion of member businesses. All members are welcome to use the designated spots in the lobby to display business cards. To keep the overall look clean and fair to all members, no signage, posters or pictures on walls, doors or windows are allowed for individual members.

Internet and network usage

No spamming, posting or downloading files that you know or should know are illegal or that you have no rights to. Do not access any other device connected to the Cowork Chilliwack network or the Internet that you do not have permission to access.

Guests

All guests must be greeted at the reception area by the inviting member and be accompanied at all times. The inviting member will be responsible for their guest's actions and ensure that they comply with the quiet enjoyment all of the space. Any behaviour that breaches this will not be condoned.

Members register

This is maintained by Cowork Chilliwack and has all the details provided by the members for use by Cowork Chilliwack staff and other members. The member has the option of privacy for listing on the public websites.

Meeting room usage

Members are allotted a certain number of non-cumulative meeting room hours per week depending on their membership type (see the summary of included hours on page 1 for details). Members are welcome to bring in refreshments for their guests (coffee pods are provided for members only). Members may be asked to move their meeting room bookings from time to time as paid meeting room rentals take precedence over member meeting room bookings. Meeting room bookings are made through the form on the calendar page located at coworkchilliwack.com/calendar.

Access

Cowork Chilliwack provides front-door access as well as the alarm security code for access to the building after hours. Private office members are given a key to their office. The keys remain the property of Cowork Chilliwack at all times.

Parking

You and your guests are welcome to park in spots marketed 11, 12, 13 and 14 plus any unmarked spots in the complex. If there is no parking available in front of Cowork Chilliwack, there are additional spots behind the building and curbside on Harvard Place. All parking in the Harvard Place complex is free.

Renewal and termination

Membership is a privilege not a right; breach of trust or gross misconduct can result in immediate termination. Your subscription will automatically renew on your monthly anniversary date. You can terminate this agreement at any time by providing written or verbal notice. We will cancel your membership prior to your next monthly renewal date. Cowork Chilliwack can also terminate this agreement at any time and for any reason.

All outgoing members agree to do the following upon termination:

- Return their key(s) (if any)
- Empty their office and/or their secured storage (any items remaining after two weeks will be donated to a charitable organization or disposed of)
- File a change of address with Canada Post (any mail arriving after two weeks will be returned to sender)

Insurance

Currency Marketing Inc. carries Liability and Business Personal Property insurance. However, we are not responsible for loss or damage of any of your property. As a member, you are not required to have insurance coverage, but 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 your property that is left at Cowork Chilliwack.

Mailing address

Office or Hot Desk memberships also provide a mailing address for your primary business at no extra charge. If you wish to have an additional business receive mail at Cowork Chilliwack, please purchase a Mail Only Membership for each applicable business. We can accept packages from suppliers and shipping carriers (boxes up to a maximum of 24" wide x 24" high x 24" deep and maximum 30 lbs.).

Invoicing and payment

You will be automatically invoiced when your membership agreement is approved in advance based on your selected membership option. Any variable charges such as studio rental that may have been incurred during the previous period will be invoiced separately. Go to coworkchilliwack.com/join and pick your desired plan. From here you will sign up with Zoho, our subscription management software. You will receive and pay your first invoice through this portal using a credit card. All credit card transactions will be processed through Stripe. Your credit card information will be encrypted and stored with Stripe and subsequent monthly payments will be processed automatically on the same day of the month as your start date. Cowork Chilliwack and Currency Marketing Inc. do not have access to or save your credit card information.

Waiver of liability

All members and guests are responsible for their own belongings and actions. Should any action or inaction cause damage or cost to Cowork Chilliwack then that cost will be levied to that member or members.

All food and drink consumed socially on the premises is considered to be offered by one member or guest to another, and is not in any way warranted, provided or monitored by Cowork Chilliwack. You agree to indemnify and hold Cowork Chilliwack (and Currency Marketing Inc.) harmless from and against all liability of every kind and nature arising out of food and drink consumed on premise.

You are solely responsible for loss of and/or damage or theft to their equipment and belongings brought or used at Cowork Chilliwack. You agree that Cowork Chilliwack (and Currency Marketing Inc.) is not responsible for any loss and/or damage or theft of belongings that occurs at Cowork Chilliwack.

You understand and acknowledge that use of Cowork Chilliwack may expose the member to inherent risks, including accidents, injury, illness, or even death. You assume all risk of injuries associated with use of the space.

You agree, for yourself and any guests brought to the space or anyone entitled to act on your behalf or direction, to hold harmless, waive and release Cowork Chilliwack (and Currency Marketing Inc.), its officers, agents, employees, members, organizers, representatives, and successors from any responsibility, liabilities, demands, or claims of any kind arising out of use of the space.

You understand and acknowledge that you have read and understand this Waiver of Liability and that you are aware that this is a waiver and a release of liability and voluntarily agree to its terms.

Changes to the Cowork Chilliwack Membership Agreement

Changes can be made by Cowork Chilliwack at any time. Updates will be posted to coworkchilliwack.com.