

## MEMBERSHIP APPLICATION

Cowork Box has been developed to foster the entrepreneurial spirit to build a community for our members to thrive in. We are here to serve independent professionals, freelancers, designers, coders, entrepreneurs and startup companies. We agree to uphold the values set forth by those who developed the concept in the first place: collaboration, community, openness, accessibility, and sustainability. Cowork Box has a range of workspace offerings built around the idea that one size doesn't fit all and in the belief that there should be no barriers to entry.

Cowork Box isn't just another 'rent a desk' type of place. Cowork Box is a coworking space that provides a collaborative space for creative, freelance, independent and nomadic workers that is underpinned by a core set of values. At Cowork Box, we aspire to and expect those who work with us to share in those values of:

**Collaboration:** One of the great benefits of working in a coworking space is that you will meet all sorts of people with all sorts of knowledge and where possible collaborate to support each others activities.

**Community:** We thrive on connections and mutual support. It is important that everyone give into as well as benefit from the strong community coworking has become.

**Openness:** We believe in transparency and openness. In a world where people are free, but ideas are not, only a few benefit. When ideas are free, everyone benefits. Therefore, we encourage open spaces and discussions.

**Accessibility:** In order to be fully open, we must make the effort to be accessible to all. This means that we endeavor to create both a financially and a physically accessible space. We are committed to this principle and welcome feedback on how we can make it even more accessible.

**Sustainability:** Shared spaces are also better for the planet, so we like to take that a little further and make certain our space is environmentally responsible.

## MEMBERSHIP

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The following outlines our primary membership plans and some, but not all, of the benefits members receive as part of their membership:

### All Membership

- Access to space 24x7 @ 365 days / year
- Free open seating in common areas
- Free access to high-speed WiFi
- Free Coffee, tea and occasional goodies
- Free admission to member-related events
- Free admission to member-focused workshops
- Use of Parcel Pending Lockers
- Use of conference & meeting rooms (allowance or prepaid)

### Membership Levels

- Open Seating Membership (\$169 / month)
  - Open seating based on first-come-first-served
  - Use of Parcel Pending Lockers
  - Use of kitchen area
  - Use of conference room (\$19 / hour)
  
- Desk Membership (\$269 / month)
  - Dedicated desk for your exclusive use
    - 30" x 60" Desk
    - Ergonomic Chair
  - Use of Parcel Pending Lockers
  - Use of kitchen area
  - Use of mailing address with assigned mailbox
  - Printing allowance of 200 B&W prints / month & 50 color prints / month
  - Use of the conference room
    - 4 hours allowance / month
    - Additional hours billed @ \$19 / hour
  
- Office Membership (varies based on actual office space)
  - Private office for your exclusive use
  - Use of Parcel Pending Lockers
  - Use of kitchen area
  - Use of mailing address with assigned mailbox

- Printing allowance of 400 B&W prints / month & 100 color prints / month
- Use of the conference room
  - 6 hours allowance / month
  - Additional usage billed @ \$19 / hour

### Membership Deposit

- On becoming a member, each member shall pay a fully refundable deposit.
- Membership deposit shall equal to one month membership dues. If the membership level changes, the security deposit shall change accordingly.
- Membership deposit shall be returned to the member no later than 10 business days from the expiration of membership date.

### Additional Fee Schedule

- 4 Seating conference room rental (\$19 / hour)
  - \$29 / hour for non-members
- 8 Seating conference room rental (\$29 / hour)
  - \$39 / hour for non-members
- Large game room rental (\$39 / hour)
  - \$49 / hour for non-members
- Event hall rental (\$49 / hour)
  - \$79 / hour for non-members
- Small mailbox rental (\$29 / month)
- Large mailbox rental (\$39 / month)
- Secure locker rental (\$29 / month)
- 24" x 48" Desk rental (\$49 / month)
- "L" Shape desk rental (\$99 / month)
- Desk chair (\$19 / month)
- Pedestal file cabinet rental (\$29 / month)
- Parcel Pending Locker late pickup: (\$5 / day after 3 days of delivery)
- Additional B&W prints/copy: \$0.15 / prints/copy
- Additional color prints/copy: \$0.50 / prints/copy
- Membership payment late fee: \$25
- Insufficient funds fee: \$35
- Lost Key: \$10
- Lost FOB: \$30
- Entry Door Key deposit: \$10
- Mailbox Key deposit: \$10
- FOB deposit: \$30
- Pet deposit: \$100
- Cleaning, damages & repairs: Actual cost + 8%



## MEMBERSHIP DETAILS

|              |                    |             |
|--------------|--------------------|-------------|
| Company Name | Company EIN or SSN | Company UBI |
|--------------|--------------------|-------------|

|   |                  |                       |          |
|---|------------------|-----------------------|----------|
| Member First Name ( <input type="checkbox"/> Primary) | Member Last Name | Driver License Number |          |
| Street Address  | City             | State                 | Zip Code |
| Mobile Number   | Email Address    | Start Date            | End Date |

|   |                  |                       |          |
|---|------------------|-----------------------|----------|
| Member First Name ( <input type="checkbox"/> Primary) | Member Last Name | Driver License Number |          |
| Street Address  | City             | State                 | Zip Code |
| Mobile Number   | Email Address    | Start Date            | End Date |

|   |                  |                       |          |
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