

Coworking Membership Agreement

Membership Features

Below are some, but not all, of the benefits members receive as part of their membership- (our list continues to grow, see all amenities on our website)

All Memberships

- Access to high-speed wired and wireless internet
- Use of conference room (as available)
- Free admission to events held in the space
- Access to the space during normal operating hours (Monday thru Friday, except holidays), as well as freedom to use the space during other hours if a manager is present. **Note:** Upon notice, Studio 38 may hold special events within the space which may require members to forgo use of the space at that time.

Payment Terms & Options

Dates

- All membership payments are due on the first business day of each month.
- Studio 38 reserves the right to charge late fees and/or withhold services if payments are not received on time.
- Memberships are pro-rated if a person joins within the month (based on membership level)

Payment Methods

- Members may pay via Cash or by Credit Card. Autopay is available.

Choose a Membership Level

Membership Fees are shown on the attached form and subject to change.

Please indicate quantity of memberships, if applicable.

___ **Private Office Membership**

___ **Full-Timer Membership**

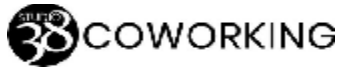
___ **Day-Timer Membership**

___ **Virtual Membership**

I have paid \$_____ in advance, which includes a one month security deposit and days / months of membership.

Membership will commence on _____.

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MEMBER CONTACT INFORMATION

Company Name: _____ Job Title: _____

First Name: _____ Last Name: _____

Address: _____

City, Zip, State: _____

Phone: _____ E-mail: _____

Website: _____ Twitter Handle: _____

Facebook Page _____ Instagram page _____

Industry: _____ (e.g. web, journalism, etc.)

Emergency Contact Name: _____

Emergency Contact Phone: _____ E-mail: _____

CREDIT CARD AUTHORIZATION

Studio 38 Coworking requires all members to keep a credit card on file with us and information will be kept confidential.

Name on card: _____

Card Type: _____ Exp Date: _____ Zip Code on Card: _____

Card Number: _____

I authorize Studio 38 Coworking to charge my credit card monthly for my membership fee as well as any unpaid fees for services (e.g. extra meeting room rental, podcasting I have used. Additionally, this credit card can be charged the cost of repairing damage to the building at Studio 38 Coworking caused intentionally or through the negligence of myself or my guests. I will notify Studio 38 Coworking of any exception I might have to these charges as documented by the invoices provided to me within 10 business days of the charge.

This authorization is to remain in full force and effect until Studio 38 Coworking has received written notice from me of membership termination. Note that 30 days' advance notice of termination is required.

I understand that Studio 38 may publish my name, company, position, and web site on our member directory and web site. Personal contact information (phone, address, email) will be kept private.

I fully understand the Membership Guidelines (and have been given a copy) and hereby agree to them. I further understand that they may change from time to time and the latest version is on the website (under Membership Guidelines)

Signed: _____ Date: _____