



## Terms and Conditions of Space License

I \_\_\_\_\_ (hereinafter "I" or "Licensee") by entering into a Space License agreement with Office Junction, LLC (hereinafter "Office Junction" or "Licensor") do agree to abide by the following terms and conditions.

This License Agreement is made effective as of \_\_\_\_\_, by and between the following parties:

**"Licensor":** Office Junction, LLC

and **"Licensee"**

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Company: \_\_\_\_\_ Position: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_ and \_\_\_\_\_

Mobile Phone(s): \_\_\_\_\_ and \_\_\_\_\_

Birth Date: \_\_\_\_\_ and \_\_\_\_\_

Email Address: \_\_\_\_\_ and \_\_\_\_\_

Website: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Is it OK to publish your name(s), company, position, and web site on our member directory and website?  
Your personal contact information (phone, address, email) will be kept private. \_\_\_ Yes \_\_\_ No

**Space License** (select one)

Business Rates (per person) are offered for businesses with more than 3 employees that need to provide flexible office space for remote employee(s).

Unlimited Access Memberships (7 days per week)

Fixed/permanent desk in focus room \$450

Flex desk unlimited \$350

Limited Memberships (weekdays only)

Flex 15 days \$325

Flex 10 days \$300

Flex 5 days \$150

Individual Rates (per person) designed for freelancers, entrepreneurs, solo startups, etc.

Unlimited Access Memberships

(7 days per week)

Fixed/permanent desk in focus room \$400

Flex desk unlimited \$300

Limited Access Memberships (weekdays only)

Flex 15 days \$275

Flex 10 days \$250

Flex 5 days \$125

\*Limited access, see event calendar monthly. We limit Evening events (e.g. Art Walk, member and private events) that require access to the Orange room (Suite B). The Office Junction is closed on weekends and holidays except for special occasions.

**Timing & Method of payment**

The licensee will pay license fees on or before the 27th day of the prior month. The licensee agrees to pay \$ \_\_\_\_ for the first month of license at time of enrollment. After the initial month, your space license will automatically renewed from month to month until either party gives written notice. Written notice must be received before the 25<sup>th</sup> of the month. Access to The Office Junction will be given until the end of the last month paid.

If subsequent space license fees are not paid in full and on time by the 27<sup>th</sup> of each prior month, the licensee agrees to pay a \$15.00 late fee. The Office Junction does not accept checks. If payment falls more than a month behind, the license may be cancelled. If your bank refuses to honor a withdrawal because there are insufficient funds in your account or for any other reason, you will be liable for an additional \$30 reprocessing fee.

The licensee agrees to authorize recurring automatic monthly Credit Card processing. YES \_\_\_\_ (initial)

**Coworking values**

At Office Junction we aspire to, and expect, those who work with us to share in the following values:

Collaboration: One of the great benefits of coworking is that you will meet all sorts of people with all sorts of knowledge and where possible collaborate to support each other's activities.

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.

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.

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.

### **Insurance**

Office Junction carries Liability and Business Property 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 Office Junction. Our insurance policy and rental agreement are available for your review upon request.

### **Rules of agreement**

Office Junction retains the right to terminate this Contract without notice for the following reasons:

#### **The licensee will not:**

- Share their door access code at any time to any one for any reason. Sharing the code will result in termination.
- Maintain or store any inventory of goods upon the premises.
- Use the premise for illegal purposes including file sharing, pyramid schemes, gambling, or prostitution.
- Tamper with, borrow, or remove any property without permission. Anyone taking, damaging or destroying property will be held responsible for replacement and repairs.
- I will not use the premise on Weekends and Holidays without permission.
- Cause or permit any hazardous substance to be used, stored, generated, released or disposed of on or in the Premises. "Hazardous" shall be determined in sole discretion of Office Junction.
- Act in a manner that, in Office Junction's sole discretion, does or is likely to adversely affect the peaceful operation and enjoyment of the premises of Office Junction, the building, or the building's other tenants, including without limitation creating any disturbance to occupants of the Office Junction premises or the greater building or their employees, licensees, guests or contractors. This Section incorporates, by reference, the lease agreement presently in place between Associates West Real Estate, Inc. and Office Junction. If there is a discrepancy between the two documents, the more restrictive term shall prevail.

#### **The licensee agrees:**

- I am responsible for all guests I bring into the space under the policies outlined in this document. Guests must sign in on every occasion and can only use the meeting room. For use of other amenities please register your guests for a free trial day or buy a day pass.
- I will use the premise for only the days per month I paid for and will pay extra if I use the premise additional days. I will keep a log of the days I used the premise.
- I must maintain both my work area and the common areas shared by multiple licensees in a neat, clean and sanitary condition.
- The Office Junction facility is for business or approved event use only. Overnight use is not permitted.
- In the interests of maintaining a peaceful environment we request that all members, guests, and clients turn their phones to vibrate while in the space. We also ask that you use a personal space for verbal conversations (e.g: phone booth, common space or a meeting room for all calls). Some exceptions, at lunch and after work hours apply.
- The Office Junction facility is part of a mixed use building that includes residential dwellings. Under Seattle Municipal Code 25.08, and all subsections, I am responsible for ensuring that neither I nor my guests cause any noise disturbance to other building tenants or neighbors. Quiet hours are 10 PM to 7 AM.
- Any signs, symbols, or pictures that I wish to place in the windows or doors, or upon any interior part of the building other than community boards, shall be subject to the approval of Office Junction.

- My Space License Agreement with Office Junction does not constitute a lease, but is rather a license between Office Junction and myself for licensing of a given space and common area.
- I acknowledge Office Junction does not guarantee Internet access at all times due to performance errors, problems with service providers and failure of technical equipment.
- I am responsible for my own personal property. Office Junction is not liable for any loss or theft of personal property.
- Neither Associates West Real Estate, Inc., nor Office Junction, LLC nor their respective agents shall be liable for, and Licensee agrees to defend and hold Associates West Real Estate, Inc., and Office Junction, LLC and their respective agents harmless from, any claim, action and/or judgment for damages to property or injury to persons suffered or alleged to be suffered on the Premises by any person, firm or corporation. Licensee shall indemnify, defend and hold Associates West Real Estate, Inc., and Office Junction, LLC harmless from and against all loss, cost and expense, including attorney's fees, arising from any act, omissions of negligence of Licensee or its officers, contractors, licensees, agents, servants, employees, guests, invitees or visitors in or about the Property. The foregoing provisions shall not be construed to make Licensee responsible for loss, damage, liability or expense resulting from injuries to third parties caused solely by the gross negligence or intentional misconduct of Associates West Real Estate, Inc., nor Office Junction, LLC or their officers, contractors, licensees, agents, employees of other tenant of the Property. Licensee specifically and expressly waives any immunity it may be granted it under the Washington State Industrial Insurance Act, Title 51 RCW: Licensee's indemnity obligations under this agreement shall by be limited by any limitation on the amount or type of damages, compensation or benefits payable to or for any third party under the Worker Compensation Acts, Disability Benefit Acts or other employee benefit acts. This paragraph has been specifically and mutually negotiated by the parties.
- By my signature below, I represent that I have read the above terms and conditions in their entirety, have been given the opportunity to ask questions and/or have this document reviewed by legal counsel, and that I understand and agree to abide by the above terms and conditions of my Space License with Office Junction.
- See the Office Junction FAQ for general house rules.

All terminations based on violation of this agreement can be made effective immediately with no license fee refund.

\_\_\_\_\_  
Licensee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Licensee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Name of Business

**And by: OFFICE JUNCTION, LLC**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**How did you hear about the Office Junction?**

- West Seattle Blog
- Seattle Collaborative Space Alliance
- Other Media Coverage
- Friend/Acquaintance/Work
- Other coworking space
- Google/Facebook
- Meetup
- Other: \_\_\_\_\_