



Coworking Agreement

Crossroads Institute Coworking offers a shared, community-driven workspace for location-independent workers. It exists because of you and for you.

All The Perks

- Access to high-speed fiber optic internet (50 Mbps)
- Use of conference room and café meeting room (as available)
- Access to the space during normal operating hours (8:00am – 5:00pm Monday thru Friday, except holidays)
- Access to printer/copier/scanner services
- Access to a special lunch menu from professional chefs at Beyond Catering SWVA, our onsite catering service
- All day coffee and access to vending machines

Drop-In/Day Pass (\$25/day)

People interested in dropping in for the day can do so for a day rate, provided there is sufficient space. Contact us ahead of time for availability at info@crossroadsva.org.

- Discount on additional days (\$20 per additional day)

Part-Time (\$150/month)

- Access up to two days per calendar week
- Discount on additional days (\$15 per additional day)
- Use of a locked storage cabinet

Full-Time (\$300/month)

- Access to a dedicated desk for your exclusive use
- Priority on use of conference room and café meeting room
- Use of a mailbox
- Use of a locked storage cabinet
- 24/7 access



Payment Terms & Options

The following outlines how payments are handled:

Dates

- All payments are due on the first business day of each month.
- Crossroads Institute Coworking reserves the right to charge late fees and/or withhold services if payments are not received on time.

Payment Methods

- Crossroads Institute accepts cash, check, or a major credit card.

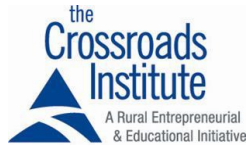
Choose an Access Level

Full-Time (\$300/month)

Part-Time (\$150/month)

Drop-in/Day Pass (\$25/month)

Access will commence on _____.



Contact Information

Name:

Home address:

Phone:

Email:

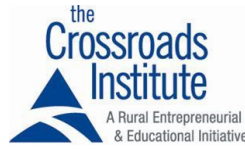
Company (if applicable):

Position:

Web address:

Is it OK to publish your name, company, position, and web site on our member directory and web site? Your personal contact information (phone, address, email) will be kept private.

Yes No



Terms of Use

Our community space works because we all commit to making it work together.

It's important that you read these terms carefully to understand your rights and protections, as well as ours. Please contact us at info@crossroadsva.org if you have questions regarding this TOU.

1. Acceptance of Terms.

The services Crossroads Rural Entrepreneurial Institute ("Crossroads Institute Coworking") provides to you, the undersigned (including but not limited to use of office space and access to Internet), are subject to the following Terms of Use ("TOU").

Crossroads Institute Coworking reserves the right to update the TOU at any time. Crossroads Institute Coworking will attempt to contact you to notify you of any updates within 30 days of their enactment using the contact information provided in the Agreement.

2. Description of Services.

Crossroads Institute Coworking may provide you with access to office space, work stations, Internet access, office equipment, conference space, knowledge resources, and other services as Crossroads Institute Coworking may provide from time to time (collectively, "Services"). The Services at all times are subject to the TOU.

3. Guidelines for Use of Facility:

You agree to the following guidelines for use of the coworking space:

1. Our facilities are generally open from 8:00 a.m. until 5:00 p.m. weekdays.
2. If cancellation is necessary, please notify us as soon as possible, otherwise you will be charged the regular fee.
3. Please use the correct name and location of the facility (as applicable) in advertising, press releases, or notices:

The Crossroads Institute – 1117 East Stuart Drive, Galax VA

Coworking Space

4. Damages to the facility will be the responsibility of the group or individual using the coworking space to the extent caused by the acts or omission of the organization's agents or employees.
5. Material should not be attached to the walls.
6. Exit doors must not be blocked.
7. No tobacco products, alcohol, illegal substances, or weapons are allowed in the building.
8. Only service animals are allowed in the building.
9. Workspace(s) should be left clean and orderly. Plastic bags are available at the Crossroads Office for use in disposing of excessive trash.
10. Furnishings must be returned to their original configuration.

4. Use of services.

You agree that when participating in or using the Services, you will not:

- a. Use the Services in connection with contests, pyramid schemes, chain letters, junk email, spamming or any duplicative or unsolicited message (commercial or otherwise);
- b. Defame, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others;
- c. Publish, post, upload, distribute or disseminate any inappropriate, profane, defamatory, obscene, indecent or unlawful topic, name, material or information on or through Crossroads Institute Coworking Services;
- d. Upload, or otherwise make available, files that contain images, photographs, software or other material protected by intellectual property laws, including, by way of example, and not as limitation, copyright or trademark laws (or by rights of privacy or publicity) unless you own or control the rights thereto or have received all necessary consent to do the same;
- e. Use any material or information, including images or photographs, which are made available through the Services in any manner that infringes any copyright, trademark, patent, trade secret, or other proprietary right of any party;
- f. Upload files that contain viruses, Trojan Horses, worms, time bombs, cancelbots, corrupted files, or any other similar software or programs that may damage the operation of another's computer or property of another;

- g. Download any file(s) that you know, or reasonably should know, cannot be legally reproduced, displayed, performed, and/or distributed in such manner;
- h. Restrict or inhibit any other user from using and enjoying the Services;
- i. Violate any code of conduct of other guidelines which may be applicable for any particular Service;
- j. Harvest or otherwise collect information about others, including email addresses, without the authorization or consent of the disclosing party;
- k. Violate any applicable laws or regulations; and
- l. Create a false identity for the purpose of misleading others.

5. Crossroads Institute Coworking reserves the right at all times to disclose any information about you, your participation in and use of the Services as Crossroads Institute Coworking deems necessary to satisfy any applicable law, regulation, legal process or governmental request, or to edit, refuse to post or to remove any information or materials, in whole or in part, in Crossroads Institute Coworking's sole discretion.

6. Participation In or Use of Services.

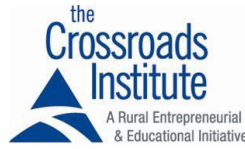
You acknowledge that you are participating in or using the Services at your own free will and decision. You acknowledge that Crossroads Institute Coworking does not have any liability with respect to your access, participation in, use of the Services, or any loss of information resulting from such participation or use.

7. Termination.

Crossroads Institute Coworking reserves the right to terminate any Service at any time. Crossroads Institute Coworking further reserves the right to terminate your participation in and use of any Services, immediately and without notice, if you fail to comply with the TOU.

8. Indemnification.

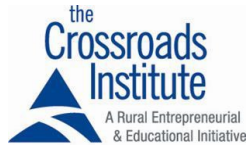
You release, and hereby agree to indemnify, defend and hold harmless Crossroads Institute Coworking and Crossroads Institute Coworking's subsidiaries (whether or not wholly-owned), affiliates, divisions, and their past, present and future officers, agents, shareholders, members, representatives, employees, successors and assigns, jointly and individually, from and against all claims, liabilities, losses, damages, costs, expenses, judgments, fines and penalties based upon or arising out of your negligent



actions, errors and omissions, willful misconduct and fraud in connection with the participation in or use of the Services. You further agree in the event that you bring a claim or lawsuit in violation of this agreement, you shall be liable for any attorneys' fees and costs incurred by Crossroads Institute Coworking or its respective officers and agents in connection with the defense of such claim or lawsuit.

9. Insurance.

Crossroads Institute Coworking will carry General Liability insurance. As a user, it is recommended 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 Crossroads Institute Coworking.



Coworking Space

I hereby acknowledge that I have read and understood all of the terms and conditions contained in this TOU and further agree to be bound to the TOU regarding my participation in and use of the Services.

Signature: _____ **Date:** _____

Name (Printed): _____