



## Coworking Membership Agreement

Frontal Lobe is not just another rent-a-desk type space. Frontal Lobe is a coworking space. Coworking is a movement that provides a collaborative space for creative, freelance, independent and nomadic workers. We exist because of you and for you. As a member, you will not just be a customer of Frontal Lobe; you'll be an active part of what Frontal Lobe is and does for you and others.

### Membership Levels

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**Day Pass (\$25 / day)**

People interested in simply dropping in for the day can do so, provided there is sufficient space. Contact us ahead of time for availability at [info@WorkFrontalLobe.com](mailto:info@WorkFrontalLobe.com) or 517-618-9506

**Lite Coworking (\$115 / month)**

- 24/3 access to the space (three (3) days per calendar week)
- Use of the conference room is included
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**Full Coworking (\$175 / month)**

- 24/7 access to the space
- Use of the conference room is included
- Use of mailing address

**Dedicated Desk Coworking (\$215 / month)**

- 24/7 access the space
- Dedicated Desk on lower level for your use only
- Use of the conference room is included
- Use of mailing address

**Office Space (\$ \_\_\_\_\_ / month)**

- 24/7 access to the space
- Access to a private office space for your exclusive use
- Use of the conference room is included
- Use of mailing address
- Option to have sign at entrance (cost not included)
- Six (6) month lease agreement, then month-to-month

**Conference Room Only (\$50 for 2 hours, \$15 each additional hour)**

People interested in utilizing our conference room can do so, provided the room is available. Contact us ahead of time for availability at [info@WorkFrontalLobe.com](mailto:info@WorkFrontalLobe.com) or 517-618-9506

**Mailbox Only (\$40 / month)**

### Membership Features

Below are some, but not all, of the benefits members receive as part of their membership:

#### All Memberships

- Access to high-speed internet
- Host evening or weekend events/workshops
- Coffee, tea and goodies
- Printer/Copier/Scanner
- Free admission to member-related events held in the space
- Networking

## Membership Details

- All membership payments are due on a recurring monthly basis, on the first of each month, after your start date (first month prorated if start date is not the first of the month).
- All memberships require a deposit equal to the membership level.
- Thirty (30) day cancellation notice is required for all memberships.
- A thirty (30) day grace period is given to shared office members to collaboratively find a replacement member if a sharing member cancels. After that grace period a new agreement will be established.
- A 5% late fee will be charged if your payment is not received by the 5<sup>th</sup> day of the month. If no payment is received by the 15<sup>th</sup> of the month your membership will be cancelled and your deposit will not be returned.
- Frontal Lobe reserves the right to adjust rates and change membership plans with a thirty (30) day written notice to members.

## Payment Methods

- Members may pay via Cash, Check, EFT or any major Credit Card.

## Contact Information

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<b>Name:</b> _____			
<b>Address:</b> _____			
<b>City:</b> _____		<b>State:</b> _____	<b>Postal Code:</b> _____
<b>Phone:</b> _____		<input type="checkbox"/> Cell <input type="checkbox"/> Work <input type="checkbox"/> Home	
<b>Email:</b> _____			
<b>How did you hear about Frontal Lobe?</b> _____			
<b>Door Access Code (4 digits please):</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Start Date (mm/dd/yyyy):</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Company / Industry (if applicable):</b> _____			
<b>Position:</b> _____			
<b>Web Address:</b> _____			
<b>Is it OK to publish your name, company, position, and website on our member directory and website?</b> <i>Your personal contact information (phone, address, email and door access code) will be kept private.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No			

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name (Printed):** \_\_\_\_\_