



CONNEXION SPOT

Membership Agreement

ConneXion Spot, LLC, was created to foster and support a coworking community in Castle Rock, CO. We provide members with access to desks (tables), chairs, printers, the Internet, and space to work. In exchange, we charge a monthly fee based on level of usage. By joining ConneXion Spot, you agree to abide by rules aimed at helping members and guests work together better and at keeping ConneXion Spot around a while. Generally, you agree to take care of the space, yourself and others.

Specifically, you agree to:

1. **Be nice.** Be courteous. Treat others the way you'd like to be treated.
2. **Believe in yourself, believe in others, and believe in the power of coworking.** And, let it show. Do your part in promoting a positive, productive, pleasant experience at ConneXion Spot. Be supportive of ConneXion Spot and your fellow members so we can all be more successful.
3. **Let your light shine.** You are required to update your profile with a recognizable picture of your totally awesome face within one week of signing up. We are a community and we want to make it easy to know and find each other.
4. **Work hard, have fun, and participate.** The thing that makes ConneXion Spot more than just a place to work is the community. That means you. You have the power to make that community something really great. Use your power.
5. **Be a good social and environmental citizen of the world – or at least of ConneXion Spot.** Recycle. Don't be wasteful. That means don't leave water running, turn out lights when you leave a room, print on both sides of paper, bring a sweater in winter months, etc. – common sense stuff most of us have heard all our lives. Don't be wasteful of the friendships you form at ConneXion Spot either.
6. **Be true.** You have access to ConneXion Spot some number of days per month based on your membership level. We track attendance, but not to shoo you out if you accidentally show up an extra day. Like most things, we ask you to act responsibly and do what's right. Remember, we offer Day Passes if you need an extra day. Conversely, days do not accrue, so be sure to use the space to your full advantage each month. Information on membership levels, subject to change, is available on the ConneXion Spot website.
7. **Pay your bills.** You agree to pay your initial deposit and monthly membership fee in a timely manner. We will set up an automated monthly payment. If we notify you that your payment did not post for any reason, you will promptly (within 2 days) rectify the situation and make payment.
8. **Let us know in advance if you're leaving.** All memberships are renewed on a month-to-month basis at their current level unless modified in your dashboard. You can change your membership level at any time (it will take effect for the next billing cycle), but you must provide a minimum of 30 days' notice to terminate membership and you must pay membership fees through the date of membership termination. ConneXion Spot access cards and other assets are due upon cancellation. Deposits will be refunded within 10 days of the effective cancellation date.



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9. **Be accountable for your actions.** Should any action or inaction on your part harm or cause damage, you agree to cover any related costs.
10. **Avoid using ConneXion Spot or its stuff in connection with bad, annoying or otherwise not-OK things:**
 - a. Pyramid schemes, chain letters, junk mail, spamming, or similarly annoying behavior
 - b. Defaming, abusing, harassing, or threatening others
 - c. Posting/distributing inappropriate, profane, defamatory, or indecent materials or information
11. **Mind your own business.** Members work in close proximity to each other. Keeping your information or that of your customers private is your responsibility. On the flip side, you agree to not inappropriately share, reproduce, or use information or materials of others.
12. **Protect your interests and stuff.** We have insurance for ConneXion Spot. We recommend you also have insurance, appropriate to your business, to cover liability, loss, theft, damage and the like. Our insurance does not protect you or your business. Also, if you bring (and possibly leave) your bicycle, computer, coffee mug, food, paperwork, or anything else to ConneXion Spot, it's your job to secure it.
13. **Do your part to keep ConneXion Spot clean and safe.** Clean up spills. Throw away food that has gone bad. Let us know if a light bulb is out, a door or window is not latching properly, or you see anything at all that needs repair. Keep our network safe, too. Be careful not to upload or use files that contain viruses, malware, etc. that may damage the network, computers, or other equipment of ConneXion Spot or its members.
14. **Consume alcohol, food, or anything else you choose responsibly and at your own risk.** ConneXion Spot LLC, Trudi Eisenhour and/or Tim Dumler are not in the business of serving food or drink. If such exists and you choose to partake, you do so at your own discretion and risk. ConneXion Spot LLC, its members, Trudi Eisenhour, and/or Tim Dumler have no liability for illness, accidents, or any bad thing that results from your consumption of any substance of any kind.
15. **Obey the law.** You agree not to use ConneXion Spot for any purpose that is unlawful, prohibited or otherwise frowned upon by society, including doing anything that would damage, disable, or impair any property of ConneXion Spot or its members or, worse, the members themselves. This also means you won't try to access property or systems of others, or attempt to obtain information or materials not intentionally made available to all ConneXion Spot members. If you break the law or do any of the aforementioned bad things, you're out. No 30 days' notice, your membership and any future access under any circumstance will be gone immediately.
16. **Keep up with changes to these rules.** We are a startup ourselves, iterating and improving as we face new challenges and opportunities. This means that our Terms & Conditions is a work in progress and that it will evolve and change. Whenever there is a major change we will update the members directly by email, but it is your job to check it regularly to stay up to date. These Terms & Conditions are the contract among the members and ConneXion Spot LLC. The moment you click on submit in any of our plans, you are engaged as a member with the rights, obligations and responsibilities that this implies.



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ConneXion Spot provides use of its space and equipment as a service and not as a lease of real property and disclaims all warranties and conditions, whether express, implied or statutory, including but not limited to merchantability or fitness for a particular purpose or use. We hate to have to say it, but we do: the entire risk as to the quality arising out of participation in or the use of the services, remains with you.

ConneXion Spot reserves the right at all times to disclose information about you, your participation in and use of the services ConneXion Spot provides that we deem necessary to satisfy any applicable law, regulation, legal process or governmental request. We may also publish information about you and/or your business, including but not limited to, your name, company name, industry, title, and URL. We may take pictures of you working in our space or at ConneXion Spot events and use them at our discretion. We may also edit, refuse to post or to remove any information or materials, in whole or in part from our website(s), social media pages, or our premises. This will all be done at ConneXion Spot's sole discretion.

ConneXion Spot reserves the right to terminate your participation in and use of any Services, immediately and without notice, if you fail to comply with this agreement.

By signing this agreement, you represent that you have the authority to do so and that you are not violating any agreement you have with any other party. You also understand and agree that, while membership in ConneXion Spot has many benefits, it does not empower you to make binding representations or agreements on behalf of Trudi Eisenhour, Tim Dumler, ConneXion Spot LLC or any of its members.

I hereby acknowledge that I have read and understood all of the terms and conditions contained in this agreement and agree to be bound by it.

Signature

Member Name (printed)

Date



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CONTACT INFORMATION

Company Name: _____ Job Title: _____

First Name: _____ Last Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Website: _____ Twitter Handle: _____

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

Emergency Contact Name: _____

Emergency Contact Phone: _____ Email: _____

CREDIT CARD AUTHORIZATION

We require all members to keep a credit card on file with us. Of course, we protect this information and keep it confidential.

Visa / MasterCard / American Express Card Accepted

Name on card: _____

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

Card Number: _____

I authorize ConneXion Spot LLC to charge my credit card monthly for my membership fee as well as any unpaid fees for services (e.g. extra conference room rental, storage solutions) I have used. Additionally, this credit card can be charged the cost of repairing damage to the building at ConneXion Spot caused intentionally or through the negligence of me or my guests. I will notify ConneXion Spot 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 ConneXion Spot has received written notice from me of membership termination. Note that 30 days' advance notice of termination is required.

Signed: _____ Date: _____