



MEMBER AGREEMENT

Palace Meets Coworking provides members with flexible month to month membership options. We do not use the terms lease, tenants or landlord because we are not leasing space. All memberships are month to month and can be terminated without reason by either Palace Meets Coworking or the member. We ask for 1 month notice of cancellation on Private Offices and 2 weeks' notice of cancellation for coworking members.

1. CODE OF CONDUCT

We believe in the Golden Rule: Treat others as you wish to be treated. We want everyone to feel welcome and comfortable at Palace Meets Coworking, as if it were your home. Please treat each other with respect and kindness.

Noise: Please be respectful of other's routines. Some people like noise and others like it quiet. Please be conscious of your neighbors' work habits. Keep headphone noise to a level that will not disturb those sitting near you. Phone conversations should be limited to the conference room, outside or back hallway. **(No speakerphone please!)**

2. PAYMENT

Payment is handled via credit card or ACH when you book your plan on www.pmcoworking.com. Payment occurs on membership start date and then recurs automatically each month until membership is cancelled. By accepting this agreement, you explicitly agree that we have your authorization to charge your credit card or ACH on a recurring basis.

Check Payment: We accept check payments as well. Please make checks payable to "Bel Kay Investments, Inc." and deliver to Jodi. Please contact Jodi to make arrangement to receive the payment.

Failure to pay overdue invoices within 10 days of the 1st of the month will result in termination of membership

3. SECURE BUILDING ACCESS

Access for members is done using Brivo. All PMC members receive a fob to access the building. Fobs will be activated upon completion of the membership agreement and are assigned to each individual member. For security reasons, do not loan or transfer your fob to other members or coworkers. Our tracking system records each fob entry into the building.

***If you lose your fob, please notify Jodi immediately so the device can be deactivated. There will be a \$15 replacement fee.*

Flexible Desk and **Private Office** members will receive only one fob. If a coworker or business partner needs access to the space, they will be required to purchase their own membership or a Day Pass.

DO NOT prop the door open for any reason. This guideline is in place to ensure the building and members stay as safe and secure as possible.

Keys

If you are renting a Private office space, you will receive a key for your office. The Owner/manager will have access to your office as well. PMC will provide only one key to each member and up to two keys per office space at no cost. There is a \$10 fee for each additional key.

***If you lose your key, please notify Jodi Saevre immediately. There will be a \$15 fee for replacing each key. Additionally, members will be responsible for all actual costs associated with changing the locks, plus a 10% management fee.*

4. GUESTS

You are welcome to bring guests to join you for meetings at Palace Meets Coworking. The following restrictions apply:

- You must reserve the meeting room or conference room for your meeting.
- You, the member, must be in the space at all times with the guest.
- You must be there at the office to let your guests in. **Please do not give your key fob out to your guests.**
- We understand there are circumstances where you may need to bring your child with you on occasion. Please remember that Palace Meets Coworking is a professional work environment, therefore children must be supervised at all times and keep noise to a minimum to out of respect to our working members. If these guidelines are broken they will not be allowed to return to the space.

5. INTERNET & WI-FI

PMC Members is a member-only network and is password protected. If you pay for a monthly membership, this network is for you. Members must be connected to this network in order to print and will be notified if the password is changed. In an effort to maintain a secure network, please do not share the password or grant access anyone outside of Palace Meets Coworking.
SSID: PMCmember Current Password: PMCworks1

In the case of connectivity issues, call or text Jodi at 608-876-6090 or email her at jsaevre@gmail.com. Our IT support technicians at Computer Know How can be contacted directly at (608) 897-3777 if the Jodi is unavailable. A technician will be assigned to diagnose and resolve the problem as soon as possible.

6. PRINTING

PMC is equipped with a Printer/Copier/Scanner, which is to be used by members only for printing, copying and scan-to-email.

PMC will provide the ink and printing paper. This is to be used for small printing jobs **up to 10 pages per week per member (or 40 pages/month)**. This is a privilege and on the honor system. Please fill out the tracking form next to the printer each time you use it. For large printing/copying jobs exceeding 40 pages per month, there is a \$0.10 fee per page. The fee will be invoiced at the end of the month.

7. KITCHEN

Coffee and Tea

PMC offers a variety of coffee and tea to members at no cost. PMC members will be responsible for making coffee. We ask that the first person to arrive in the morning (that drinks coffee) makes the first pot of coffee and the last person to leave for the day, empty and clean the pot. The cabinets are stocked with plates, bowls, napkins, utensils and other items for member use. If you notice that any of these supplies are low, please notify Jodi.

Coffee may be offered to your clients and guests, but please refrain from using these refreshments for large meetings or events, unless previously approved by Jodi. If you wish to provide coffee for a meeting you are hosting, you may provide your own coffee/tea and use the coffee maker provided by PMC.

Storing Your Food

There is a refrigerator located in the kitchen. If you choose to bring food and do not wish to share, please write your name on the item and store it in the fridge labeled "Personal". If you bring something to share with other members, please place it in the fridge labeled "Shared". Any food left in either fridge for more than one week will be thrown away if not properly labeled.

Dishes: Members are responsible for cleaning their own dishes. Please wash, dry and put away any cups, mugs, dishes, plates, silverware you use by the end of your work day. Please clean up after your guests.

8. SPACE CLEANLINESS

PMC is cleaned once per week or more depending on usage. The cleaning crew will wipe down desks, sweep/mop and remove trash and recyclables. If you notice the trash cans are full and it is not a cleaning day, please treat this like your home and take out and place it in the trash bin just outside the back door.

No Smoking or Vaping inside the building please.

9. PARKING

Members and guests can find parking in the following locations.

Main Street - Parking has a 2 hour limit.

Madison Street – You may park anytime and hours are not limited.

South First Street

Parking Lot behind the Grange Building

You are responsible for notifying your guests about where to park. PMC is not liable for any costs associated with parking tickets.

10. OFFICE DÉCOR & SIGNAGE

This section pertains only to members who are renting private office space. PMC members are encouraged to decorate and display signage in their space, whether in the form of banners or window decals. To avoid causing permanent damage to the walls, please do not use permanent fixtures. If you need to hang heavy item, please contact Jodi. We have it professional installed. Any damage to walls, windows, carpet, baseboards, desks, etc., will be noted upon completion of an exit form at move-out and necessary maintenance charges will be charged to you or your business.

Members are allowed to bring in their own furniture, but only following approval of the Jodi. Do not remove or add PMC furniture to your space unless approved by the Jodi.

Each private office member can have one business related window decal sign for the front window. You may have one sign up to 10" x 14".

11. MEETING ROOM

Meeting Room

When one of the private offices is open and available, shared space members can use the office as a meeting room for Up to 5 hours of Meeting room per month. Membership is reserved on Google Calendar. Please email your reservation at info@pmcoworking.com or call 608-882-1400 so you can be added to Google Calendar. Once you are set up, you do not need to contact the Manager prior to reserving the meeting room. All overages from the previous month will be added to your next invoice.

Failure to cancel. Failure to cancel your booking 12 hours in advance of the start time will result in a loss of booking hours.

Availability We do not guarantee meeting space availability. With that said, we will always do our best to find an accommodation for you.

Clean-up

When you are finished with an event or meeting, please be sure to clean up after yourself and your guests and leave the space ready for the next booking. All leftover food and drink should be disposed of in the kitchen and carafes should be rinsed out. If the garbage is overflowing after your event, please remove the trash bag and throw it in the trash can outside the back entrance. Extra trash bags are located in the bottom kitchen drawer.

Meeting Room – The open meeting space can be used for phone calls or to meet with clients. It is on a first come- first serve basis.

12. SHARED SPACE is available for special event use Mon- Friday from 6PM-10PM; Saturday 9AM-9PM; Sunday 11AM-5PM for an additional charge. To make reservations, go to www.pmcworking.com

13. BUILDING USE

PMC Members have 24/7 access, however, members may not sleep overnight or use the building as a residence.

14. OFFICE SUPPLIES

Aside from supplying copy paper and paperclips, staplers, etc., for general use, PMC does not purchase office supplies for member use. Please bring in whatever you need for your day-to-day business operations.

15. SOCIAL MEDIA

PMC uses the following social media accounts:

Facebook: Please follow us and we will follow you back! We are happy to share members' posts and events!

16. TERMINATION:

Failure to follow any of the guidelines outlined in this document can result in termination of membership. Palace Meets Coworking reserves the right to terminate any membership at any time without notice and without a refund if a member fails to follow these guidelines.

17. LIABILITY

Indemnification and Release of Liability. In consideration for receiving permission to use the Palace Meets Coworking, you RELEASE, WAIVE, AND DISCHARGE, and agree to INDEMNIFY AND HOLD HARMLESS the Palace Meets Coworking, its officers, agents, or

employees (hereinafter referred to as RELEASEES) from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by you or your guests, or to any property belonging to you or your guests, while in or on the premises, IF SUCH LOSS IS CAUSED BY YOUR ACTION, INACTION, OR NEGLIGENCE and regardless of whether such liability arises in tort, contract, strict liability, or otherwise, to the fullest extent allowed by law. You voluntarily assume full responsibility for any risks of loss, property damage, or personal injury, including death that may be sustained by you or your guests, or any loss or damage to property owned by you or them IF CAUSED BY YOUR OWN OR YOUR GUESTS' ACTIONS, INACTIONS, OR NEGLIGENCE , to the fullest extent allowed by law. Governing Law. (Let's keep it local) This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin. The parties consent to exclusive jurisdiction and venue in the federal and state courts sitting in Rock County, Wisconsin.

18. REFUND POLICY: There are no refunds.

19. Subject to Change - Prices, Code of conduct and other items in the Agreement are subject to change. You will be notified in advance of any changes.

20. CONTACT INFORMATION

Contact information for Jodi Saevre is jsaevre@gmail.com or in an emergency, text or call 608-876-6090.

Office Receptionist Monday – Friday from 8:00-4:30: Exceptionist LLC, 608-882-1400

Membership Agreement

Company Information

Company Name: _____

Phone Number: _____

Address: _____

Email Address: _____

Member Information

Member Name: _____

Mobile Phone Number: _____ Date of Birth: _____

Home Address: _____

Email Address: _____

Billing Contact, if different from Primary Member

Name: _____

Telephone: _____

Email: _____

Billing Address: _____

Membership Details:

Start Date: _____

Payment Method: Credit Card _____ ACH _____ Check _____

Plan : Private Office _____ Shared Space _____

Signature: _____ **Date:** _____

This Agreement, including the Terms and Conditions and Membership Details form, will be effective when signed by both parties. In the event of any conflict between the Terms and Conditions and the Membership Details form, the Membership Details form shall prevail.

By signing this Agreement you represent to us that you have the proper authority to execute this Agreement on behalf of the company listed above and incur the obligations described in this Agreement on behalf of such company.