



Contact Information

Name: _____ Address: _____ Phone Number: _____

Email Address: _____ Emergency Contact: _____ Company Name: _____

Do you give permission publish your name, company, position, and web site on our member directory, website and social media accounts? Your personal contact information (phone, address, email) will be kept private. ___ Yes ___ No

Membership Agreement

The City of Hudsonville (“the City”) provides a shared workspace at Terra Square for independent workers. This membership agreement (“Agreement”) provides the terms of our relationship and your use of the City’s Terra Square facility.

TERMS

You are permitted access to the Work Space suite at Terra Square at 3380 Chicago Drive and its Internet (collectively, the “Premises”) for purposes of conducting business, gathering socially with other members, and accessing the Internet for lawful purposes. Any use of the Premises for reasons other than these is prohibited, unless you first gain the City’s written permission. Occasionally, the City will host events that may interfere with your ability to use the space in quiet enjoyment. In such circumstances, the City will provide at least one week’s advance notice. In order to be eligible to use the work space, the business and individual must not owe the City any delinquent taxes, water, sewer, or other fees.

PRICING

There are two levels of pricing available. Please initial next to the membership level you desire. The City reserves the right to adjust rental rates at any time.

___ Month-to-Month. \$100 per month with a non-refundable application fee of \$50. You may terminate your Membership by giving notice at least 48 hours before the end of the contract month, otherwise the membership will continue for another month.

___ Twelve Month Contract. \$83 per month (\$996/year) with a non-refundable application fee of \$25. Once your twelve-month term has expired, this contract will automatically renew unless you provide written notice to the City of your intent to terminate this Agreement at least two weeks before the end of the twelve-month term, otherwise the membership will continue for another twelve months.

Note: Should there be any property taxes applicable to a member’s personal property, the member shall be responsible for their payment.

PAYMENT

You must provide the City with a valid credit card which will be used to charge membership dues on the 1st of every month. If payment is denied by the card issuer, the City will notify you. If you do not pay the monthly dues within 48 hours of being notified, then the City may terminate this Agreement and cancel your membership.

EXPECTATIONS

- Treat other members with courtesy and respect. This means to use an appropriate level of voice, be courteous with phone calls, be aware of noise when watching videos and listening to music, and mind your guests.
- Treat the Premises with courtesy and respect. Please clean up after yourself, discard trash and recyclables in the appropriate containers, turn off the lights if you are last to leave, and do not abuse printing privileges and Internet access.
- Secure the space. Do not leave doors unlocked or propped open without permission from the City. Take care not to lose your access keycard and notify the City immediately if you lose or misplace your access keycard. Members will be responsible for the expense associated with replacing a lost or misplaced key card.
- Only allow guests (clients) in the space when you are present and to only permit reasonable guest access. All of the rules that apply to you also apply to your guests and ultimately you are responsible for each person you allow on the Premises.
- Members are not permitted to sublease or share their space with anyone else. Access keys may not be shared with non-members.
- Sleeping is not allowed on the Premises.
- No weapons of any kind are allowed on the Premises.
- No alcohol or other controlled substances are allowed on the Premises.
- No environmentally hazardous materials are allowed on the Premises.
- Pets are not permitted on the Premises.
- The printer/copier is for business use only. Any copies over the monthly allowance will result in \$0.25/copy.

TERMINATION

The City reserves the right to immediately terminate your access to the Premises if you violate the terms of this Agreement, including the Expectations. Whether you have violated the terms of this Agreement is within the City's sole discretion. If the City elects to terminate this Agreement pursuant to this section, the City will not refund any prorated portion of the monthly dues for the remaining month.

The City also reserves the right to terminate your membership without cause upon 30 days' notice. If the City elects to terminate your membership without cause, the City will refund a prorated portion of the monthly dues for the remaining membership.

MISCELLANEOUS

You agree and understand that the City is not responsible for the loss of, damage to, or theft of any property brought to or left at the Premises. Please secure your belongings.

You agree and understand that use of the Premises may expose you to certain risks, including accidents and injury, and you assume all risks of injuries associated with the use of the Premises.

You agree, for yourself and any guests you may invite and grant access to the Premises, to hold harmless, waive and release the City, its employees and its staff from any liabilities, demand, or claims of any kind arising out of use of the Premises.

You agree that this Agreement is not a rental agreement and that it does not confer any property interest in the space.

You agree to indemnify, defend, and hold harmless the City, its employees and its staff from any claims, liabilities, losses, damages, fines, and penalties arising out of your negligent actions, errors, and omissions, or willful or illegal conduct. If any claim is brought against the City, or its employees or its staff related to this Agreement and your Membership, you agree to pay in addition to any adverse judgement, any attorneys' fees and costs incurred by the City, its owners, its employees or its staff in connection with the defense of such claim or lawsuit.

In the event that any provision in this Agreement is invalid or unenforceable, the remaining provisions shall remain in full force and not be affected.

With exception of payment terms, this Agreement is retroactive to the date of my original occupancy of the Premises. I have read the above terms and conditions and agree to be bound by this Agreement regarding my participation and use of the Premises.

Signature: _____ Date _____

Name: _____