



## Co-working Private Office Access Agreement

Sybil Property Co-Work & Business Center offers a shared, community-driven workspace for location-independent workers. It exists because of you and for you. As a member, you will not just be a customer of our Co-Work Center; you'll be an active part of who we are and what we do for you and for others.

### Subscription/Membership Features

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

#### All Memberships

- Access to high-speed wired and wireless internet
- Use of lobby, lounge, and private office
- Free coffee, tea, and filtered water
- Access to the space during normal operating hours (8:30am – 5:30pm Monday thru Friday, except holidays).
- Use of Printer/Copier/Scanner and paper shredder
- General street parking

### Pricing

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#### Drop-In 1-4 People (\$65-\$150/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@sybilproperty.com](mailto:info@sybilproperty.com).

#### Weekly 1-4 People (\$190-\$275/week)

The weekly rate is for 5 business days from Monday to Friday. Sybil Property is not open on the weekends or major holidays.

#### Monthly 1-4 People (\$600-\$920/month)

A monthly membership gives you access to the space during regular business hours Monday to Friday. Sybil Property is not open on the weekends or major holidays.

## Payment Terms & Options

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### Dates

- Payments operate on a rolling schedule. The first day you start is the first day of your billing month.
- The Sybil Property Co-Work Center does not grant refunds for unused days. In addition, unused days cannot be rolled over into the following month or transferred to another member.
- When cancelling a subscription or membership, client must give at least 5 days before his/her next invoice.
- A 50% deposit is required at contract signing and is non-refundable.
- If a full payment is made prior to the reserved time, a refund of 50% (minus a 3.5% processing fee if paid with debit/credit) will be given.

### Payment Methods

- Subscribers/Members may pay via Paypal, Cash, Check, or Credit Card.

## Subscription and Contact Information

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### Choose a Membership Level

Please indicate quantity of subscriptions/memberships, if applicable.

\_\_\_ Monthly for \_\_\_ People (\$600-\$920/month)

\_\_\_ Weekly for \_\_\_ People (\$190-\$275/week)

\_\_\_ Daily for \_\_\_ People(\$65-\$150/day)

I have paid \$\_\_\_\_\_ in advance in full or a minimum of 50% non-refundable deposit to secure access (in which the remaining balance will be settled at the time of access).

Subscription/membership will commence on \_\_\_\_\_.

### Contact Information

Name: \_\_\_\_\_

Home address: \_\_\_\_\_

Phone: \_\_\_\_\_



Email: \_\_\_\_\_

**Your Business**

Please tell us a little bit about your company and what you do. We love to know who our members are (don't forget to leave your business card on our members' bulletin board next to the reception desk)!

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## Terms of Use

Our TOU is long and boring, but it's important that you read it carefully to understand your rights and protections, as well as ours. We hope to be able to simplify these terms in the future. Please contact us at [info@sybilproperty.com](mailto:info@sybilproperty.com) if you have questions regarding this TOU.

**1. Acceptance of Terms.**

The services Sybil Property LLC 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").

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

**2. Description of Services.**

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

**3. No Unlawful or Prohibited Use.**

As a condition of your use of the Services, you will not use the Services for any purpose that is unlawful or prohibited by these terms, conditions and notices. You may not use the Services in any manner that could damage, disable, overburden, or impair any Sybil Property server, or the network(s) connected to any Sybil Property server, or interfere with any other party's use and enjoyment of any Services. You may not attempt to gain unauthorized access to any Services, or accounts, computer systems or networks connected to any Sybil Property server or to any of the Services, through hacking, password mining or any other means. You may not obtain or attempt to obtain any materials or information through any means not intentionally made available through the Services.

You hereby represent and warrant that you have all requisite legal power and authority to enter into and abide by the terms and conditions of this TOU and no further authorization or approval is necessary. You further represent and warrant that your participation or use of the Services will not conflict with or



result in any breach of any license, contract, agreement or other instrument or obligation to which you are a party.

#### **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 Sybil Property 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 (including the Building Rules for 2 Seminary Hill Road which are posted for your convenience);
- 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. Information Disclosure**

Sybil Property reserves the right at all times to disclose any information about you, your participation in and use of the Services as Sybil Property 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 Sybil Property's sole discretion.

## **6. Confidentiality.**

a. You acknowledge and agree that during your participation in and use of the Services you may be exposed to Confidential Information. "Confidential Information" shall mean all information, in whole or in part, that is disclosed by Sybil Property, or any participant or user of the Services or any employee, affiliate, or agent thereof, which is nonpublic, confidential or proprietary in nature.

Confidential Information also includes, without limitation, information about business, sales, operations, know-how, trade secrets, technology, products, employees, customers, marketing plans, financial information, services, business affairs, any knowledge gained through examination or observation of or access to the facilities, computer systems and/or books and records of Sybil Property, any analyses, compilations, studies or other documents prepared by Sybil Property or otherwise derived in any manner from the Confidential Information and any information that you are obligated to keep confidential or know or has reason to know should be treated as confidential.

b. Your participation in and/or use of the Services obligates you to

- I. maintain all Confidential Information in strict confidence;
- II. not to disclose Confidential Information to any third parties;
- III. not to use the Confidential Information in any way directly or indirectly detrimental to Sybil Property, or any participant or user of the Services.

c. All Confidential Information remains the sole and exclusive property of Sybil Property or the respective disclosing party. You acknowledge and agree that nothing in this TOU or your participation or use of the Services will be construed as granting any rights to you, by license or otherwise, in or to any Confidential Information or any patent, copyright or other intellectual property or proprietary rights of Sybil Property, or any participant or user of the Services.

## **7. 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 Sybil Property 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.

## **8. Disclaimer of Warranties.**



To the maximum extent permitted by applicable law, Sybil Property provides the services “as is” and with all faults, and hereby disclaim with respect to the services all warranties and conditions, whether express, implied or statutory, including, but not limited to, any (if any) warranties, duties or conditions of or related to: merchantability, fitness for a particular purpose, lack of viruses, accuracy or completeness of responses, results, workmanlike effort and lack of negligence. Also, there is no warranty, duty or condition of title, quiet enjoyment, quiet possession, correspondence to description or

non-infringement. The entire risk as to the quality, or arising out of participation in or the use of the services, remains with you.

#### **9. Exclusion of Incidental, Consequential and Certain Other Damages.**

To the maximum extent permitted by applicable law, in no event shall Sybil Property or its subsidiaries (whether or not wholly-owned), affiliates, divisions, and their past, present and future officers, agents, shareholders, members, representatives, employees, successors and assigns, jointly or individually be liable for any direct, special, incidental, indirect, punitive, consequential or other damages whatsoever (including, but not limited to, damages for: loss of profits, loss of confidential or other information, business interruption, personal injury, loss of privacy, failure to meet any duty (including of good faith or of reasonable care), negligence, and any other pecuniary or other loss whatsoever) arising out of or in any way related to the participation in or inability to participate in or use of the services, the provision of or failure to provide services, or otherwise under or in connection with any provision of this agreement, even in the event of the fault, tort (including negligence), strict liability, breach of contract or breach of warranty of Sybil Property, and even if Sybil Property has been advised of the possibility of such damages. Because some states/jurisdictions do not allow the exclusion or limitation of liability, for consequential or incidental damages, the above limitation may not apply to you.

#### **10. Limitation of Liability and Remedies.**

Notwithstanding any damages that you might incur for any reason whatsoever (including, without limitation, all damages referenced above and all direct or general damages), the entire liability of Sybil Property or its subsidiaries (whether or not wholly-owned), affiliates, divisions, and their past, present and future officers, agents, shareholders, members, representatives, employees, successors and assigns under any provision of this TOU and your exclusive remedy for all of the foregoing shall be limited to actual damages incurred by you based on reasonable reliance up to ten dollars (USD \$10.00). The foregoing limitations, exclusions and disclaimers (including sections 8 and 9 above) shall apply to the maximum extent permitted by applicable law, even if any remedy fails its essential purpose.

#### **11. Termination.**



Sybil Property reserves the right to terminate any Service at any time. Sybil Property 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.

**12. Indemnification.**

You release, and hereby agree to indemnify, defend and save harmless Sybil Property and Sybil Property’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 Sybil Property or its respective officers and agents in connection with the defense of such claim or lawsuit.

**14. Severability.**

In the event that any provision or portion of this TOU is determined to be invalid, illegal or unenforceable for any reason, in whole or in part, the remaining provisions of this TOU shall be unaffected thereby and shall remain in full force and effect to the fullest extent permitted by applicable law.

**15. Insurance.** Sybil Property will carry General Liability insurance. As a user, it is strongly suggested 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 Sybil Property.

**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):** \_\_\_\_\_