



CO-WORKING SPACE AGREEMENT

I. THE PARTIES. This Co-Working Space Agreement ("Agreement") made this _____, 20____ is by and between:

Greater Women's Business Council, 600 Peachtree Street NE, STE 440, Atlanta, Georgia, 30308, AND

Temporary Tenant: _____ ("Temporary Tenant") of _____, City of _____, State of _____, Zip Code _____. The Greater Women's Business Council and Temporary Tenant shall be referred to as the "Parties" and agree as follows:

II. CO-WORKING SPACE. Under this Agreement, the Greater Women's Business Council agrees to offer the following co-working office space to the Temporary Tenant for co-working use only at The Collaborative suite 440 only:

- _____ Hot Desk (desks are used by different people at different times, on an ad hoc basis)
- _____ Day Office
- _____ Conference Room(s)

Additional Description: _____.

NOTE: Under this agreement, building amenities are not included. Initials: _____

Hereinafter known as the "Premises."

III. TERM. This Agreement shall start on _____, 20____ and continue: (check one)

- On a Day to Day Basis. This Agreement shall continue until either of the Parties gives notice of at least 48 hours from the next payment date.
- For a Fixed Period. This Agreement shall begin on the date of _____, 20____ and end on the date of _____, 20____. Upon this Agreement ending, and no new agreement is authorized between the Parties, this Agreement shall: (check one)
 - Terminate.
 - Continue on a month-to-month arrangement that may be terminated with thirty (30) days' notice by either party.

IV. SERVICES. The Temporary Tenant shall be provided with the following as part of this Agreement: (check all that apply)

- **Conference Room(s).** The Temporary Tenant shall be given access to any Conference Room(s): (check one)
 - For _____ hours per week month and must be scheduled with at least 48 hours' notice. The conference room rate shall be \$_____/ per hour. Note: Billing is per hour only.
- **Coffee and Refreshments.** The Temporary Tenant shall have access and be able to consume refreshments (coffee and packaged snacks) on the Premises designated by the Greater Women's Business Council. Coffee and Refreshments availability may change from time to time. Temporary Tenants may not bring, serve or sale alcoholic beverages on Premises.

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- **Internet Access.** The Greater Women's Business Council shall provide internet access to the Temporary Tenant by supplying a Wi-Fi Username and Password following the execution of this Agreement.
- **Mailboxes (Premium or VIP levels ONLY).** The Temporary Tenant shall have access to mailbox and receive mail during the term of this Agreement.
- **Printing & Copying.** If the Temporary Tenant should request to have any documents printed or copied it shall be at a rate of \$____/black & white and \$____/color.
- **Hot desk/ Workstations.** Use of any of the hot desk/workstations, meeting areas, or call areas located within the Premises on a reserved or first come, first served basis during regular business hours.

Being a Temporary Tenant of the Premises grants the privilege and use in common with other Temporary Tenants on the Premises. The Temporary Tenant understands the use of the Premises is determined by each Temporary Tenant's agreement with the Greater Women's Business Council. In no way does the term "co-working" or any other term in this Agreement suggest that the rights of any Temporary Tenant is equal to another.

V. BUSINESS HOURS. The business hours of the Premises shall be the following:

Start Time: 8:00 AM End Time: 5:00 PM

During such hours, the Temporary Tenant agrees to keep their noise level so as not to interfere with or annoy the other Temporary Tenants on the Premises. It is required that the common areas be meant to initialize a phone call with any conversations lasting for more than thirty (30) seconds to be handled away from the other Temporary Tenants.

VI. SECURITY DEPOSIT. The Temporary Tenant, as part of this Agreement and separate from the first payment to the Greater Women's Business Council: (check one)

- Shall be required to pay a Security Deposit in the amount of \$____ ("Security Deposit"). The Security Deposit shall be held by the Greater Women's Business Council until this Agreement is terminated.
- Shall not be required to pay a Security Deposit as part of this Agreement.

If any payment is made by physical check and is returned for any reason, the Temporary Tenant shall be charged the amount of \$25.00 for every instance this should occur.

VII. RATE. The Greater Women's Business Council agrees to allow the Temporary Tenant to occupy the Premises in exchange for a(n): (check one)

- **Day Rate.** The Temporary Tenant shall be charged \$____/per ½ day or \$____/full day for the use of the Premises.
From Date: _____ To Date: _____
- **Monthly Rate*.** The Temporary Tenant shall be charged \$____/month for the use of the Premises. All payments will be made on the first day of the month.
Levels:

___ Trial Membership*(\$99) ___ Standard*(\$199) ___ Premium*(\$249) ___ VIP*(\$349) ___ ½ Day Office ___ Full Day Office

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- **Annual Rate.** The Temporary Tenant shall be charged \$_____/year for the use of the Premises. This payment shall be due by _____, 20____.

PAYMENT METHODS: Visa, Mastercard, American Express, Zelle, ACH or checks payable to the Greater Women’s Business Council. All payments for co-working services must be made in advance of securing the day office access. Unless other financial arrangements have been approved by the president of the organization.

VIII. LATE PAYMENT FEES. If any payment or charges due by the Temporary Tenant to the Greater Women’s Business Council are not made within 5 calendar days of month due, the Greater Women’s Business Council shall: (check one)

- Charge a late fee in the amount of: (check one)

- \$____ due shall accumulate for each day occurrence rent is late.

- ____% of balance shall accumulate for each day occurrence rent is late.

- Not charge a late fee.

IX. PETS. The Premises has the following pet-policy

- Pets Not Allowed. Due to co-working, limited space and temporary tenant’s allergies, pets are not allowed on the Premises at any time during the term of this Agreement.

X. OTHER FEES. The Temporary Tenant shall be obligated to: (check one)

- No other fees or payments other than the Rate mentioned in Section IV.

- Unless promotional advertisement, no parking fees are included in monthly, day rates.

- In addition to the Rate mentioned in Section IV, the following fees and payments:

_____.

XI. OPERATING STANDARDS. In accordance with this Agreement, and all other co-working space agreements on the Premises, the Temporary Tenant and the Temporary Tenants of the Premises agree to the following:

No individual or business may conduct any activity within the Premises that, in the sole judgment of the Greater Women’s Business Council, creates excessive traffic or be inappropriate to the other Temporary Tenants’ co-working experience.

No individual or business may advertise or have identifying signs or notices that are inscribed, painted, or affixed on any part of the Premises without the express written consent of the Greater Women’s Business Council.

The Collaborative is not an event space for use or rent in this agreement. No individual or business may host an event or meetings with staff or outside attendees on the Premises for this agreement.

All Temporary Tenants of the Premises shall keep clean any common areas after use. This includes, but is not limited to, conference rooms, call areas, coffee and snack areas, visual equipment, and any other space that may be used by another Temporary Tenant.

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All Temporary Tenants are prohibited from smoking in any area of the Premises.

All Temporary Tenants are to operate in a way that is courteous to all other individuals.

The Greater Women's Business Council reserves the right to make other reasonable rules and regulations from time to time in order to promote a good co-working environment amongst the Temporary Tenants.

XII. WAIVER. The Greater Women's Business Council shall not be liable for any interruption or error in the performance of the services offered under this Agreement. The Temporary Tenant waives all liability against the Greater Women's Business Council for any claims arising from such disruption of services, specifically, any telecommunication utilities on the Premises. Furthermore, any loss, damage, expense, or injuries to persons or the Temporary Tenant's property arising out of mistakes, omissions, interruptions, delays, errors, or defects in any transmission occurring in the course of furnishing telecommunications services provided are not caused by the willful acts of the Greater Women's Business Council, as well as any claim for business interruption and for consequential damage.

Both Parties hereby agree to defend, indemnify and hold harmless from and against any and all claims, damages, injury, loss and expenses to or of any portion or property resulting from the acts or negligence of their agents, employees, invitees, and/or licensees while on the Premises.

XIII. DEFAULT. The Temporary Tenant shall be considered in default if they should violate any portion of this Agreement. If the Temporary Tenant is found to be in violation of this Agreement, the Greater Women's Business Council shall give notice that the violation must be corrected within forty-eight (48) hours or else this Agreement shall be terminated immediately.

XIV. NOTICES. All notices shall be sent to the mailing address located in Section I of this Agreement.

XV. TIME IS OF THE ESSENCE. Time is of the essence as to the performance by the Temporary Tenant and all covenants, terms and provisions of this Agreement.

XVI. SEVERABILITY. If any provision of this Agreement or the application thereof shall, for any reason and to any extent, be invalid or unenforceable, neither the remainder of this Agreement nor the application of the provision to other persons, entities or circumstances shall be affected thereby, but instead shall be enforced to the maximum extent permitted by law.

XVII. INDEMNIFICATION. The Greater Women's Business Council shall not be liable for any damage or injury to the Temporary Tenant, or any other person, or to any property, occurring on the Premises, or any part thereof, or in common areas thereof, and the Temporary Tenant agrees to hold the Greater Women's Business Council harmless from any claims or damages unless caused solely by the Greater Women's Business Council's negligence.

XVIII. GOVERNING LAW. This Agreement is to be governed under the laws located in the State of Georgia where the Premises is located.

XIX. ADDITIONAL TERMS AND CONDITIONS. _____

Initials: _____



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SIGNATURE PAGE

XX. ENTIRE AGREEMENT. This Agreement contains all the terms agreed to by the parties relating to its subject matter including any attachments or addendums. This Agreement replaces all previous discussions, understandings, and oral agreements. The Greater Women's Business Council and Temporary Tenant agree to the terms and conditions and shall be bound until the end of the Lease Term.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the undersigned dates written below.

GREATER WOMEN'S BUSINESS COUNCIL

Print Name: _____

Greater Women's Business Council Authorized Agent

Signature: _____ Date: _____

TEMPORARY TENANT

Print Name: _____

Signature: _____ Date: _____

Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Phone: _____ Cell: _____

Office Use Only:

Approval Signature: _____ Date: _____
President, Greater Women's Business Council

Signed agreement copy to Temporary Tenant Date: _____

Both parties signed agreement filed by Greater Women's Business Council Date: _____