

# COWORKING MONTHLY SERVICE AGREEMENT

This agreement is made on \_\_\_/\_\_\_/\_\_\_ by and between ecafe, LLC ("Operator") having coworking space in the building located at 10650 Roe, Overland Park KS 66211 (the "Building"), and \_\_\_\_\_ ("Member"). The parties agree as follows:

## 1. Membership

As a "Coworking" member you are hereby granted the privilege and use of the services and amenities listed in attached Exhibit "A"; all of which are subject to such reasonable rules and regulations presently in place and use and listed in attached in Exhibit "B".

## 2. Term

a. The term of this Agreement shall be for a period of \_\_\_ month(s) beginning \_\_\_/\_\_\_/\_\_\_ and ending on \_\_\_/\_\_\_/\_\_\_.

b. In the event the entire Building is damaged, destroyed or taken by eminent domain or acquired by private purchase in lieu of eminent domain so as to render the Building fully untenable and unrestorable in Operator's sole judgment, then within 30 days thereafter by written notice to the other party, either party shall be able to terminate this Agreement.

## 3. Fees

a. For and during the term of this Agreement, Member shall pay Operator a monthly fee of \$250.00 or prepay six (6) months in advance at a rate of \$200.00/month to the address set forth below payable on the first day of each calendar month or term, or a daily prorated amount for any partial calendar month during the term. Payments may be made by check, money order or by credit card. If a Member check is returned for any reason, Member will pay any additional charges associated with a returned check.

Operator and Member have executed this Agreement as of the date written above.

**Operator:** eCafe, LLC

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

**Member:** (print name) \_\_\_\_\_

Signature: \_\_\_\_\_

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

## **EXHIBIT "A" – SERVICES AND AMEMITIES**

### **Workstations:**

Use of any of the workstations and tables in the "Coworking" space located within the Building on a first come, first serve basis during regular business hours.

### **Private Meeting Spaces:**

8 free hours/month use of either the Conference Room or the Meeting Room and \$35/hour after the first 8 hours for the Conference Room and \$15/hour for the Meeting Room.

5 free days/month use of either the Private Office or the Wookroom and \$65/day or \$35/half day after the first 5 days.

### **Printing and Copying:**

.10/copy (black and white)

.25/copy (color)

### **Scanning, Faxing and Shredding:**

Included

### **Mailbox:**

\$50/month for a reserved mailbox

### **Reserved Lockers:**

\$35/month for a small locker and \$45/month for a large locker

## **EXHIBIT "B" - OPERATING STANDARDS**

The noise level will be kept to a level so as not to interfere with or annoy other Members. Please use the public areas including the coffee shop, business center, mailroom and outside terrace for phone calls. Coworking members may also use the west side cowork space for phone calls.

Member may not conduct any activity within the Building which in the sole judgment of the Operator will create excessive traffic or is inappropriate to the "Coworking" environment.

No advertisement, identifying signs or other notices shall be inscribed, painted or affixed on any part of the building.

Immediately following Member's use of conference room space and/or visual equipment, Member shall clean up and return the space and equipment to the state and condition it was in prior to Member's use. If not, Operator may charge Member for any other expenses required to restore the conference space and/or equipment to its original condition.

Member and guests of Member may bring no animals into the Building except for those assisting disabled individuals.

Member shall not smoke nor allow smoking in any area of the Building or grounds.

Member shall cooperate and be courteous with all occupants of the Building and Lessor's staff and personnel.

Operator reserves the right to make such other reasonable rules and regulations as in its judgment may from time to time be needed for the safety, care, appropriate operation and cleanliness of the Building.