



110 E Grand River Ave  
Howell, MI 48843  
517.618.9506  
[www.WorkFrontalLobe.com](http://www.WorkFrontalLobe.com)

## Coworking Membership Agreement

Frontal Lobe is not just another rent-a-desk type space. Frontal Lobe is a coworking space. Coworking is a movement that provides a collaborative space for creative, freelance, independent and nomadic workers. We exist because of you and for you. As a member, you will not just be a customer of Frontal Lobe; you'll be an active part of what Frontal Lobe is and does for you and others.

### Membership Features

---

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

#### All Memberships

- Access to high-speed internet
- Host evening or weekend events/workshops
- Coffee, tea and goodies
- Printer/Copier/Scanner/Fax
- Free admission to member-related events held in the space

#### Day Pass (\$20 / day)

People interested in simply dropping in for the day can do so, provided there is sufficient space. Contact us ahead of time for availability at [info@WorkFrontalLobe.com](mailto:info@WorkFrontalLobe.com), or [@WorkFrontalLobe](https://twitter.com/WorkFrontalLobe) on Twitter.

#### Lite Coworking (\$100 / month)

- 24/3 access to the space (three (3) days per calendar week)
- Discount on additional days (\$10 per additional day)
- Use of the conference room & meeting space

#### Full Coworking (\$150 / month)

- 24/7 access the space
- Use of the conference room & meeting space
- Use of mailing address

#### Office Space (\$\_\_\_\_\_ / month)

- 24/7 access to the space
- Access to a private office space for your exclusive use
- Use of the conference room & meeting space
- Use of mailing address
- Six (6) month lease agreement, then month to month

#### Conference Room Only (\$40 for 2 hours, \$10 each additional hour)

People interested in utilizing our conference room can do so, provided the room is available. Contact us ahead of time for availability at [info@WorkFrontalLobe.com](mailto:info@WorkFrontalLobe.com), or [@WorkFrontalLobe](https://twitter.com/WorkFrontalLobe) on Twitter.

#### Mailbox Only (\$30 / month)

## Membership Details

- All membership payments are due on a recurring monthly basis, on the first of each month, after your start date (first month prorated if start date is not the first of the month).
- All memberships require a deposit equal to the membership level.
- Thirty (30) day cancellation notice is required for all memberships.
- A thirty (30) grace period is given to shared office members to collaboratively find a replacement member if a sharing member cancels. After that grace period a new agreement will be established.
- A 5% late fee will be charged if your payment is not received by the 5<sup>th</sup> day of the month. If no payment is received by the 15<sup>th</sup> of the month your membership will be cancelled and your deposit will not be returned.
- Frontal Lobe reserves the right to adjust rates and change membership plans with a thirty (30) day written notice to members.

## Payment Methods

- Members may pay via Cash, Check or any major Credit Card.

## Contact Information

---

<b>Name:</b> _____			
<b>Address:</b> _____			
<b>City:</b> _____	<b>State:</b> _____	<b>Postal Code:</b> _____	
<b>Phone:</b> _____			<input type="checkbox"/> Cell <input type="checkbox"/> Work <input type="checkbox"/> Home
<b>Email:</b> _____			
<b>How did you hear about Frontal Lobe?</b> _____			
<b>Door Access Code (4 digits please):</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Start Date (mm/dd/yyyy):</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Company / Industry (if applicable):</b> _____			
<b>Position:</b> _____			
<b>Web Address:</b> _____			
<b>Is it OK to publish your name, company, position, and website on our member directory and website?</b> <i>Your personal contact information (phone, address, email and door access code) will be kept private.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No			

I hereby acknowledge receipt of, and have read and understood, all of the terms and conditions contained in the TOU and further agree to be bound to the TOU regarding my participation in and use of the Services.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name (Printed):** \_\_\_\_\_

# Terms of Use

---

The following Terms of Use may be somewhat lengthy, but we want to be careful to ensure that everyone is properly protected. Please feel free to contact us at [info@WorkFrontalLobe.com](mailto:info@WorkFrontalLobe.com) with any questions regarding these terms.

## 1. Acceptance of Terms

The services Frontal Lobe, LLC (“Frontal Lobe”) 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”).

Frontal Lobe reserves the right to update the TOU at any time. Frontal Lobe 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

Frontal Lobe may provide you with access to office space, work stations, Internet access, office equipment, conference space, knowledge resources and any other services that may be offered 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 Frontal Lobe systems, or the network(s) connected to any Frontal Lobe 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 Frontal Lobe 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 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 Frontal Lobe 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 limited to, 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;
- j. Harvest or otherwise collect information about others, including email addresses, without the authorization or consent of the disclosing party; and
- k. Violate any applicable laws or regulations;

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

## **6. Confidentiality**

- a. You acknowledge and agree that during your participation 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 Frontal Lobe, or any participant or user of the Services, or any employee, affiliate, or agent thereof, that is nonpublic, confidential or proprietary in nature.

Confidential Information includes, but is not limited to, information about business, sales, operations, know-how, trade secrets, technology, products and financial information.

- 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 Frontal Lobe, or any participant or user of the Services.
- c. All Confidential Information remains the sole and exclusive property of Frontal Lobe 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. This includes, but is not limited to, Confidential Information such as any patent, copyright or other intellectual property or proprietary rights of Frontal Lobe, 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 Frontal Lobe 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, Frontal Lobe provides the services “as is”, 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 Frontal Lobe 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 Frontal Lobe, and even if Frontal Lobe has been advised of the possibility of such damages.

## **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 Frontal Lobe 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. 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**

Frontal Lobe reserves the right to terminate any Service at any time. Frontal Lobe further reserves the right to terminate your participation in and use of any Services, immediately and without notice.

## **12. Indemnification**

You release, and hereby agree to indemnify, defend and save harmless Frontal Lobe and Frontal Lobe'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 Frontal Lobe 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**

Frontal Lobe will carry Liability and Business Personal Property 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 Frontal Lobe.

## **16. Sexual Harassment**

Frontal Lobe believes that you should be afforded the opportunity to work in an environment free of sexual harassment. Sexual harassment is a form of misconduct that undermines the member relationship. No member, either male or female, should be subjected verbally or physically to unsolicited and unwelcomed sexual overtures or conduct. Sexual harassment refers to behavior that is not welcome, that is personally offensive, that debilitates morale and, therefore, interferes with work effectiveness. Behavior that amounts to sexual harassment will not be tolerated and may result in disciplinary action, up to and including immediate cancelation of services.