**CoDesign Studio Membership Agreement**

**THIS AGREEMENT** dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is made and entered into by the Landlord and Member named herein who, in consideration of the fees and covenants herein contained, agree as follows:

**BASIC TERMS**

The following are certain basic Membership provisions which are part of and are referred to in subsequent provisions of this Membership Agreement.

|  |  |
| --- | --- |
| 1. LANDLORD | 1235837 B.C. Ltd. (Inc. No. B.C. 1235837) |
| 2. LANDLORD ADDRESS | 200 – 2414 St. Johns Street, Port Moody, British Columbia, V3H 2B1 |
| 3. MEMBER NAME |  |
| 4. MEMBER COMPANY |  |
| 5. MEMBER ADDRESS |  |
| 6. PREMISES | Second floor shared workspace located at 2414 St. Johns Street, Port Moody, British Columbia |
| 7. PERMITTED USE | General office use—see Schedule D |
| 8. RESERVED PARKING | No reserved parking |
| 9. SHARED AMENITIES | Access to all shared amenities—limitations apply |
| 10. MEETING ROOM | Advance reservation required—see Schedule A for limitations |
| 11. BOARDROOM | Advance reservation required—see Schedule A for limitations |
| 12. OPEN PARKING | For Tenants, Members, and Clients—limitations apply |
| 13. MEMBERSHIP PACKAGE(S) (SEE SCHEDULE A) |  |
| 14. ASSIGNED VIRTUAL OFFICE NUMBER (IF APPLICABLE) |  |
| 15. COMMENCEMENT DATE |  |
| 16. EXPIRY DATE |  |
| 17. BILLING PERIOD | Monthly |
| 18. MEMBERSHIP PACKAGE FEES (SEE SCHEDULE B) |  |

**SCHEDULE A—MEMBERSHIP PACKAGES**

**DAILY PASS**

* Permits Member the following benefits between 9:00 AM and 5:00 PM PST from Monday to Friday beginning on the agreed Commencement Date and ending on the agreed Expiry Date:
	+ Occupation of one (1) Hot Desk on a first come, first served basis upon the Member’s arrival at the Premises; and
		- Membership Agreement does not guarantee availability of Hot Desk
		- The Landlord will limit the number of memberships issued, but is not responsible for losses related to lack of availability
	+ Complimentary use of kitchen area (room 205)
	+ Use of other shared amenities, such as meeting rooms, at the posted rate

**70-HOUR PASS**

* Permits Member the following benefits between 9:00 AM and 5:00 PM PST from Monday to Friday beginning on the agreed Commencement Date and ending on the agreed Expiry Date:
	+ Occupation of one (1) Hot Desk for 70 non-consecutive hours on a first come, first served basis upon the Member’s arrival at the Premises; and
		- Membership Agreement does not guarantee availability of Hot Desk
		- The Landlord will limit the number of memberships issued, but is not responsible for losses related to lack of availability
	+ Complimentary use of kitchen area (room 205); and
	+ One (1) complimentary one-hour Boardroom credit (room 203; advance reservation required on a first come, first served basis)
	+ Use of other shared amenities, such as meeting rooms, at the posted rate

**MONTHLY PASS**

* Permits Member to following benefits between 9:00 AM and 5:00 PM PST from Monday to Friday beginning on the agreed Commencement Date and ending on the agreed Expiry Date:
	+ Occupation of one (1) Hot Desk on a first come, first served basis upon the Member’s arrival at the Premises; and
		- Membership Agreement does not guarantee availability of Hot Desk
		- The Landlord will limit the number of memberships issued, but is not responsible for losses related to lack of availability
	+ Complimentary use of kitchen area (room 205); and
	+ One (1) complimentary one-hour Boardroom credit per month (room 203; advance reservation required on a first come, first served basis)
	+ Use of other shared amenities, such as meeting rooms, at the posted rate

**UNLIMITED PASS**

* Permits Member to following benefits 24 hours per day, seven days per week, beginning on the agreed Commencement Date and ending on the agreed Expiry Date:
	+ Occupation of one (1) Hot Desk on a first come, first served basis upon the Member’s arrival at the Premises; and
		- Membership Agreement does not guarantee availability of Hot Desk
		- The Landlord will limit the number of memberships issued, but is not responsible for losses related to lack of availability
	+ Complimentary use of kitchen area (room 205); and
	+ One (1) complimentary one-hour Boardroom credit per month (room 203; advance reservation required on a first come, first served basis)
	+ Use of other shared amenities, such as meeting rooms, at the posted rate

**VIRTUAL OFFICE**

* Permits Member to following benefits beginning on the agreed Commencement Date and ending on the agreed Expiry Date:
	+ One (1) unique assigned virtual office address number for use in business promotion and mail delivery; and
	+ Access to Reception for mail and package pick-up between 9:00 AM and 5:00 PM PST from Monday to Friday; and
	+ Complimentary use of kitchen area (room 205)
	+ Use of other shared amenities, such as meeting rooms, at the posted rate

**SCHEDULE B—MEMBERSHIP AND ADD-ON FEES**

|  |  |
| --- | --- |
| DAILY PASS | $30.00 + GST |
| 70-HOUR PASS | $200.00 + GST |
| MONTHLY PASS | $300.00 + GST |
| UNLIMITED PASS | $350.00 + GST |
| VIRTUAL OFFICE PACKAGE (MONTHLY) | $60.00 + GST |
| BOARDROOM (HOURLY) | $50.00 + GST |
| PRINTING (PER PAGE) | $0.25 + GST |
| RECEPTIONIST SERVICES (HOURLY) | $30.00 + GST |

**SCHEDULE C—MEMBERSHIP GUIDELINES**

The Member agrees to meet the following guidelines throughout the term of the agreement. Noncompliance with these guidelines, as determined by the Landlord’s exclusive discretion, is subject to penalties including, but not limited to, removal from the premises, termination of contract without refund, and legal action.

1. The Member’s use of the premises is restricted to the Permitted Uses outlined in the agreement
2. The Member’s use of the premises is restricted to the day(s) and times outlined in their membership package (see Schedule A) and the agreed Commencement Date and Expiry Date
3. The Member is responsible for providing all supplies and equipment, including, but not limited to, computer(s), phone(s), charging cable(s), and stationary
4. Prior to the Commencement Date, the Member agrees to provide the MAC address of a mobile phone and/or personal computer that they agree to keep on their person and turned on at all times that they are present on the Premises for the purpose of tracking hours used under the terms of their membership package
	1. The Landlord shall not sell or distribute any personal data linked to the Member or their internet use and will keep such data confidential and securely stored at all times
5. The Member shall return all workspaces, meeting rooms, and other amenities to their previous state after use
6. The Member shall respect the privacy and space, both physical and auditory, of all other members, tenants, staff, clients, guests, the Landlord, and other users of the Premises
7. The Member may purchase any add-on services, subject to availability, and agrees to pay the fees outlined in Schedule B at the end of each billing period
8. Billing will occur monthly for all memberships and automatically renew for the following billing period until the agreed Expiry Date
	1. Access to the Premises will be terminated following the agreed Expiry Date and a new Membership Agreement will be required for the Member to regain access
	2. Notice of termination of the Membership Agreement must be provided in writing to the Landlord prior to the start of a new billing period
	3. Termination of the Membership Agreement by the Member after the agreed Commencement Date, but before first use, is subject to a 10% forfeiture of Membership Package Fees for the current billing period (as outlined in the Basic Terms)
	4. Termination of the Membership Agreement by the Member after first use is subject to a 100% forfeiture of Membership Package Fees for the current billing period (as outlined in the Basic Terms)
	5. Access to the Premises may be withheld by the Landlord until full payment of Membership Package Fees (as outlined in the Basic Terms) has been received by the Landlord

**SCHEDULE D—PERMITTED USES**

The Member agrees to abide by the following restrictions throughout the term of the agreement. Noncompliance with these guidelines, as determined by the Landlord’s exclusive discretion, is subject to penalties including, but not limited to, removal from the premises, termination of contract without refund, and legal action.

1. Use of the Premises is intended primarily for business activities and should not be treated in any way that diminishes its reputation or capacity as a professional setting or establishment
2. Under the terms of any Membership Package, the Member may use the assigned address for promotional purposes, including online, in print, on stationary, and in any other form of self-promotion
3. Under the terms of any Membership Package, the Member may use the specified area(s) of the Premises for meeting and hosting clients
4. Members are encouraged, though not required, to attend on-site events hosted by the Landlord and are aware that the scheduling of such events is subject to the Landlord’s exclusive discretion and may take place during regular business hours

IN WITNESS WHEREOF the parties hereto have duly executed this agreement as of the day and year first above written.

In the presence of:

Witness

Address

Occupation

Date