

Virtual Office Agreement

This agreement was made between the Member (Client) and CoWork Kingston, LLC (Owner), located at 8 North Front St., Kingston, NY 12401. Agreement is active for 6 months past the date of execution by the client.

Description of Services

CoWork Kingston will provide the following services: business mailing address, mail collection and mail management as directed by the Member. The Member is permitted to register their business at 8 North Front St., Kingston, NY 12401.

The Member must remain in compliance as mandated by the USPS. By signing up via the mail management platform, the Member is expected to submit all original documentation for their business. The Owner is not liable for any misrepresentation or the repercussions thereof.

Should the Renter want a Google Business Profile at 8 North Front St, they need to contact the Owner in advance of executing this agreement.

Payment

The Virtual Office Membership costs \$50 per month. All payments are handled via the mail management platform.

Cost is subject to change with 30 days notice to the Member. The Member agrees to remain up to date with due fees. Failure to pay will result in termination of membership after 30 days.

_____ (INITIAL) Membership billing begins the date the Virtual Office Agreement is executed and submitted to CoWork Kingston.

_____ (INITIAL) Compliance documents must be submitted within 1 week of executing the Virtual Office Agreement. Failure to submit documents in a timely manner will void agreement and terminate membership.

_____ (INITIAL) Mail can be picked up Monday through Friday from 9am to 5pm. Mail management platform should be used to schedule pickup time.

_____ (INITIAL) Member agrees to abide by all USPS mail regulations.

_____ (INITIAL) Mail service is a six month minimum commitment. Past the initial six months members are welcome to continue with the service or terminate. No further agreement is necessary. However, the Owner and the Member will continue to operate under the standards set forth in this initial agreement.

_____ (INITIAL) Member agrees to limit package amount to 8 per month. Packages must be picked up within 7 days unless prior plans have been discussed. CoWork Kingston is not set up to handle freight deliveries or furniture deliveries of any kind. *Packages are items larger than a padded envelope by the USPS.*

_____ (INITIAL) Mail that remains onsite past 60 days will incur fees as listed on the mail management platform.

_____ (INITIAL) Mail forwarding, scanning, and storage over 60 days have fees as listed on the mail management platform.

Acceptance of Terms

The space, Cowork Kingston, is subject to the following Terms and Conditions (T&C). Cowork Kingston reserves the right to update the T&C at any time without notice.

CoWork Kingston requires that members comply and contribute to a positive, cohesive and friendly environment and as such will adhere to the following guidelines.

Use of services

The Member agrees that when participating in or using the services, they will not:

- Defame, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others;
- 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 a limitation, copyright, 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.
- 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;
- Violate any code of conduct or other guidelines which may be applicable for any particular service (including the Building Rules).
- Violate any applicable laws or regulations; or
- Create false identity for the purpose of misleading others.
- Member agrees they will not use the Cowork Kingston address for any unlawful, illegitimate or fraudulent purposes. All incoming mail shall conform with all federal, state and city laws. Cowork Kingston agrees to collect mail on behalf of Member and place it in a designated location.
- Member agrees to hold harmless Cowork Kingston and its employees for any lost, stolen or damaged mail.

Participation in or Use of Services

The Member acknowledges that they are participating in or using the services at their own free will and decision. They acknowledge that Cowork Kingston does not have any liability with respect to their access, participation in, use of the services, or any loss of information resulting from such participation or use.

Severability

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

Insurance

Cowork Kingston is not responsible for any lost, stolen or damaged items while renting the premises. Cowork Kingston carries Liability and Business Personal Property insurance. Members are not required, but it is strongly suggested that they carry a Renters Insurance policy to cover their own equipment while using the space.

Member Business Name: _____

Name: _____ Email: _____

Signature: _____ Cell: _____

Date: _____

CoWork Kingston, LLC

Name: _____ Title: _____

Signature: _____

Date: _____