

Hillman City Collaboratory

Coworking Application and Agreement

Collaboratory Coworking Vision & Mission

The Hillman City Collaboratory is a non-profit, cooperative multi-purpose space shared by grassroots organizations and individuals who care about social change, creative expression, and community building. Our mission is to become an instrument of transformation that provides a built environment and programming specifically designed to create community and equip change-makers. The space is meant to be shared, and so we ask for donations to help cover costs incurred by our partners' usage.

Coworking Partner Statement

Please describe how your use of the Collaboratory would fit into the mission and vision for the space:

Coworking Partner Information

Name:

Organization (if applicable):

Phone:

Email:

Website (if applicable):

Address:

Partnership Level:

Start Date:

I, the undersigned, have read this 3 page agreement and agree to its guidelines and stipulations.

Coworking Partner Signature	Print Name	Date
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Collaboratory Management Signature	Print Name	Date
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Terms of Use**Coworking Partnerships Feature:**

- Use of a productive communal work environment in the Incubator Office Space, with access to the Mixing Chamber, Kitchen, and Garden when not otherwise reserved.
- Access to high-speed wireless internet
- Coffee, tea, and use of the shared kitchen facilities
- Networking and ongoing education opportunities
- Free or discounted reservations of the conference rooms
- Use of the shared office equipment and a reasonable amount of office supplies
- The following benefits according to the level of your partnership: (see next page)

	Full Time Individual / Full Time Group	Half Time	Part Time	Quarter Time	Extension
Monthly Contribution	\$275/\$300	\$175	\$120	\$75	\$30
Monthly Access (Mon-Sat; no Sunday Access)	Unlimited (no Sunday access)	12 days (no Sunday access)	8 days (no Sunday access)	5 days	2 days
Mailbox	Yes	Yes	Yes	Yes	No
Storage Space	Full Locker	Half Locker	Discounted	Fee-based	Fee-based
Conference Room Reservations	8 hrs/month included	3 hrs/month included	2 hrs/ month included	Discounted rate (\$10/hr)	Discounted rate (\$10/hr)
Mixing Chamber Discount	Yes	Yes	Yes	No	No

1. Acceptance of Terms

Use of the Collaboratory is subject to the following Terms of Use. The Hillman City Collaboratory reserves the right to update the Terms of Use at any time. A written copy will be provided within 30 days of their enactment.

2. Contribution Policies

- All partnership contributions should be made on the first of every month.
- Automatic deductions from checking accounts or credit/debit cards are available.
- Full Time and Part Time Partners who make 6-month commitments receive a 10% discount.
- Some partnerships are available at a partial contribution level for persons willing to contribute an agreed upon amount of work each week for the flourishing of the Collab.
- Use of office supplies are complimentary for small projects. Large jobs should be done elsewhere or you should arrange with an administrator to contribute an amount to offset your cost.
- Note: partner contributions should not be considered tax-deductible donations.

3. Partner Expectations

You agree that during your time as a coworking partner in the Collaboratory, you will:

- a) Not allow non-contributing persons or groups to use your work space, unless they are present to work or meet with you, and ensure your guests abide by these expectations for use of the space.
- b) Treat all persons present with respect and treat the shared space and property with care.
- c) Not restrict, harass, frequently interrupt, or otherwise inhibit any other user from using and enjoying the Collaboratory.
- d) Not collect information about others, including email addresses, without their authorization or consent.
- e) Not violate any applicable laws or regulations.
- f) Clean up after yourself in the space.
- g) Operate in a spirit of collaboration and community.
- h) Contribute to the overall safety of persons and property at the Collaboratory by not sharing your personal access code or key, by locking doors when arriving and leaving, and through the general application of common safety sensibilities.
- i) Keep generally quiet in the Incubator and not hold meetings there unless it is empty. In the event that coworkers come to use the Incubator, you must move your meeting.

4. Confidentiality

The undersigned understands some information may be overheard in a shared workspace. Partners agree to use discretion and keep confidence when sensitive information is overheard.

5. Scheduling of Conference Room

The Conference Room is available via shared online calendar and can be booked by emailing Collab Manager.

6. Use of Collaboratory

You acknowledge that you are participating in, contributing to, or using the Collaboratory and the amenities provided at your own free will and decision.

7. Termination

The Hillman City Collaboratory reserves the right to terminate an agreement within its discretion, for reasons including but not limited to illegal activities, to adhere to the partner expectations. Unless the offense is egregious, partners will be offered a warning before termination occurs.

8. Indemnification

You release, and hereby agree to indemnify, defend and save harmless The Hillman City Collaboratory and the sponsoring organizations, Valley & Mountain Fellowship, 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. You further agree in the event that you bring a claim or lawsuit arising out of this agreement, you shall be liable for any attorneys' fees and costs incurred by The Hillman City Collaboratory and Valley & Mountain Fellowship with the defense of such claim or lawsuit.

9. Insurance

Coworking Partners should acquire their own insurance policies to cover the property, safety, and health of themselves and any parties who enter the Collaboratory to meet with or participate in activities related to the Partners. In any event, partners will not hold The Hillman City Collaboratory or Valley & Mountain responsible for theft of or damage to any of your personal property or any injury that takes place on Collaboratory premises.

10. Drop-in Center and Other Collaboratory Uses and Users

Coworking Partners acknowledge that they understand, accept, and support the social mission of the space and the nature of the Collaboratory as a multi-purpose space. Partners understand and accept that there are certain hours when the Mixing Chamber is available as a public drop-in center and as a children/family space. Additionally, partners acknowledge that they understand that the Mixing Chamber and Kitchen may be inaccessible at times when they are reserved for various functions. On rare occasions (holidays and special weekend nights), the Incubator may be reserved as well. Please check the calendar to keep up on major events.