



Hi! Ready to start coworking with us? First fill out our **Membership Agreement.**

Membership #: _____ (office use)



Today's Date: _____ Membership Start Date (If Different): _____

Pick a 4-Digit Code: _ _ _ _



Name: _____ Date of Birth: _____

Address: _____

Phone: _____ Email Address: _____

Occupation, Company, and/or Title: _____

For Inclusion on Member Wall:

(Short Bio) _____

(Social Media) _____

I will provide a photo I would like a photo taken No photo



Designated Desk

\$320/mo with no term commitment

\$275/mo with 12-month commitment and 1-month deposit

General Coworking

\$160/mo with no term commitment

\$135/mo with 12-month commitment and 1-month deposit

\$15/mo add-on fee for a personal locker space

Special Provisions: _____

Total to be billed monthly: \$ _____ Total to be billed today: \$ _____



Createscape's Office Rules

Createscape Coworking was designed to foster community and support creative entrepreneurs, non-profits, small businesses, remote workers, freelancers, and other enterprising individuals in Austin, Texas. We serve our members by providing office space desks (both designated and open ones), wifi internet, a conference room, call room, lounge, kitchen use, coffee and tea, locker options, events, a collaborative community and other resources. By joining Createscape, members must agree to specified rules in our community that encourage everyone to be considerate of one another and respect the office space.

1. Full 24/7 access to the space. Designated desk members will always have their personal space to be able to work at, and general coworking members will almost always have desk availability except for scheduled events, or if capacity is reached at any given work time.
2. Quiet enjoyment of our open office space. Please take long or loud phone calls, ongoing conversations, conference calls, or video chats in the conference room or call room as to not disturb others working around you. We are definitely not a library, but we do ask that everyone is respectful to others focused on their work.
3. Keep work spaces tidy and clean up after yourself. Help us keep the shared office space a clean environment for all by picking up trash after yourself, wiping down your desk (or the kitchen) if you have made a mess, thoroughly washing dishes after each use and not leaving personal food items in the refrigerator longer than a week.
4. Conference room reservations & call room use. Conference room reservations are honored by the order in which they are marked down. Always check the reservation form to see if it is available before using. Every member must abide by their monthly limit of reserved hours. Unreserved conference room time is limited to short time frames to give others a chance to either make use of it or make a reservation for it. The call room can be used on a first-come, first-served basis but please be courteous as to not hog it for stretches of time.
5. Printing & Office Supplies. Feel free to use our scanner, printer, paper, pens, and other office supplies. However please keep a reasonable limit on the amount that you use or print so that we can continue to offer this as a free amenity to members. Large print jobs should be taken care of at home or a print shop.
6. Guests, Meetings, & Day-Passes. Memberships include 2 free day passes for guests and friends per month. If a guest is to stay and work longer than a 2-hour meeting, than a day pass must be used or purchased. Day pass users must sign-in on the Guest Sheet clipboard. Any guest must be accompanied by a member at all times. The inviting member will be responsible for their guests actions at all times. Please be aware that you are fully responsible for guests using your door code. Only give out your door code to a guest you absolutely trust.
7. Be aware of our payment and cancellation policies. Even with our month-to-month flexible membership options, we do not accept late cancellations and you will be billed for the next month's membership on the regularly-scheduled date.
8. Bringing dogs in must be approved. Small, quiet, well-behaved dogs are only allowed if permission is given by Createscape staff and we reserve the right to ask you to keep them at home if they prove to be disruptive.



Createscape Terms of Use (TOU)

1. Acceptance of Terms. The services Createscape Coworking, LLC ("Createscape") provides to you, the undersigned (including but not limited to use of office space, access to Internet, etc.), are subject to the following Terms of Use ("TOU"). Createscape reserves the right to update the TOU at any time without notice to you.

2. Description of Services. Createscape may provide you with access to office space, work stations, internet access, office equipment, conference room space, knowledge resources, and other services as Createscape may provide from time to time (collectively, "Services"). The Services at all times are subject to the TOU.

3. No Unlawful or Prohibited Internet/Network 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 Createscape server, or the network(s) connected to any Createscape 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 Createscape 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. Open Environment & Quiet Enjoyment. This is an open office shared by many different peoples and organizations and all members have the right to quiet enjoyment and to stay focused on their work. Everyone is expected to be courteous to others around them.

5. Liability. All members and guests are responsible for their own belongings and actions. Should any action or inaction cause damage or cost to Createscape that cost will be levied to that member or members. As in any commercial office or studio Createscape is not covered for the risks and liabilities associated with children or animals. All liability for children and pets is assumed by the member.

6. Termination. A member acting in disregard to the office rules will be given a warning. After three (3) warnings, that person will be notified and dismissed as a member. Createscape reserves the right to refund the pro-rated cost of unused services and terminate your membership immediately for violation of any membership policy or community rule. Gross misconduct can result in immediate termination.

7. Payment, Deposit, and Renewal. Payment is required at the beginning of the month for that period and each member must have an active credit or debit card on file for your account and you agree that the full payment of your membership will be automatically billed to you on the 1st of the month. You shall let Createscape management know if you need to update your information on file and a \$5 fee will be applied for each day your monthly dues payment is returned uncollectible including, but not limited to, non-sufficient funds, expired credit cards, cancelled credit cards, overdrafts and closed accounts. Createscape membership renewal is always automatic each month unless written notice is given of a cancellation date. Members can change their membership type or cancel their membership, and hence terminate this agreement, at any time by providing at least 7 days advance notice in writing before the end of the month for our flexible month-to-month plan. There is no deposit for the standard month-to-month plan. If you have opted for the 12-month commitment plan, you must pay a 1-month deposit at the time of sign-up, which will be credited to payment for your 12th month. The 12-month commitment plan will automatically change to a month-to-month plan at the end of the term unless you follow the same steps to sign up for a new 12-month commitment plan. The same 7 days advance notice in writing before the end of the month is required to cancel the 12-month commitment plan to prevent automatic billing for the next month. If the 12-month plan is canceled early before the end of the term length, the member agreement is terminated and the deposit will not be refunded or credited to you.

8. Building Rules. It is expected that you will observe normal use of the building at all times and not damage or deface the building or its fixtures, fittings, decor and furnishings or compromise its security or protection from fire, flood, gas, electricity or weather. Members will not compromise the building security or the security of the spaces therein and will ensure that all reasonable measures are taken to safeguard the Createscape building, occupants and the occupants possessions. At no time should security locks be bypassed or left in an open position and external doors should never be propped open whilst unattended.

9. Facilities and Services. Createscape reserves the right at any time to delete, discontinue, repair or replace the equipment without any effect on this agreement. Createscape also reserves the right to make changes to the type or quantity of equipment or services offered and to alter the hours of operation in Createscape's discretion. Createscape might close on a temporary basis its facilities (or portions of its facilities) for maintenance, selected holidays, etc. and such temporary closures will have no effect on this agreement so long as such temporary closures are reasonable.


10. Rules and Regulations. You agree to follow Createscape's membership policies and office rules. Createscape may, in its sole discretion, modify the policies and any community rules without prior notice at any time. Members will be notified via email any time the community rules are changed. The most current community rules will always be posted on the Createscape website.

11. Disclaimer of Warranties. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, CREATESCAPE PROVIDES THE SERVICES "AS IS" AND WITH ALL FAULTS, 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, AND 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.

12. Exclusion of Incidental, Consequential and Certain Other Damages. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL CREATESCAPE 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 AND 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 CREATESCAPE, AND EVEN IF CREATESCAPE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. BECAUSE SOME STATES/JURISDICTIONS DO NOT ALLOW THE EXCLUSION OR LIMITATION OF LIABILITY FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES, THE ABOVE LIMITATION MAY NOT APPLY TO YOU.

13. 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 CREATESCAPE 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. 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.

 Good job reading all that! Almost there.

I, _____, understand and expressly agree that my use of this Createscape facility or any Createscape facility, involves the risk of injury to me and my guests whether caused by my negligence or not. I understand that there are known and unanticipated risks ranging from minor injuries to serious injuries including paralysis, brain injury and death. In consideration of my participation in the activities and use of the facilities and equipment offered by Createscape, I understand and voluntarily assume full responsibility for any and all risks to which I am exposed and willingly accept all risks including injury or death. I agree that Createscape, its owners, parent companies, sister entities, subsidiaries, officers, directors, members, agents, representatives, employees and independent contractors shall not be liable for any injury or damages, including but not limited to death, personal injury, including physical or emotional, property damage, economic loss or any other injuries or damages to me, my spouse, domestic partner, guest, children, unborn children or relatives resulting from any negligence of Createscape or anyone acting on Createscape's behalf. I assume the risk of injury associated with any and all activities on the premises specifically including but not limited to use of any equipment, Createscape Coworking LLC, subsidiaries, affiliates, successors, assigns, officers, directors, shareholders, members, agents, representatives, employees and independent contractors from any and all liability, claims, demands, injuries, damages, lawsuits or causes of action arising out of my membership or activities on the premises regardless of whether such injury arises from the sole, joint or concurrent negligence of Createscape or anyone acting on its behalf. I understand that I am liable for all damages caused to the Createscape facility, it's members, and their property caused by myself, my guests or my property. I understand that by signing this agreement I am waiving my right to assert any claim against Createscape for any future injuries or damages. I expressly waive my right to sue Createscape for any damages, injuries or death arising from my membership or participation in any activity at any Createscape facility.

Member's Signature _____ Date _____

Createscape Representative Signature _____ Date _____

 Credit Card Authorization.

Name on Card: _____

Card Number: _____

Card Expiration: _____ CV2 Code: _____ Billing Zip Code: _____

I authorize Createscape Coworking to keep this card on file for future charges and understand that the card will be billed on the 1st of each month for my membership rate and any past-due amount with notice.

Authorized Signature _____ Date _____



New Member Survey

Feedback is very important to us at Createscape and we're always looking to improve for our members. Please provide answers to any and all questions below you would like to answer to help us. Thanks!

1.) How did you find out about us? _____

2.) What is/are your primary consideration(s) in selecting Createscape as your coworking office?

Price Location Atmosphere Access Time

Term Flexibility Events Amenities Community

3.) What industry/field are you in? _____

4.) Do you fall into any of these categories?

Freelance Small Business/Startup Non-Profit Remote Worker

5.) What will be your main use of the coworking space?

6.) What time frames do you expect to use Createscape? (circle all that apply)

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Before 9am 9am-11am 11am-2pm 2pm-5pm After 5pm

7.) How long would you expect to continue working with us?

Not sure 1-3 months 3-6 months 6-12 months 1-2 years 2+ years

8.) About how far do you live from our office? _____

9.) Are you interested in social events for members? Y/N

10.) Are you interested in networking events and/or business development meetings? Y/N

11.) Are you looking to collaborate, partner with, hire, or work with other Createscape members? Y/N

12.) How do you get to work? (select all that apply)

Personal Vehicle Shared Vehicle Public Transport Walk/Bike Cab/Ride-Share