



## Membership Agreement and Terms of Use

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Member Name \_\_\_\_\_

Business Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Email (for billing) \_\_\_\_\_

### Coworking Membership Agreement

The Armory seeks to provide a share, community-driven workspace for independent workers. It exists because of you and for you. As a member, you will not just be a customer of The Armory; you will be an active part of the community.

### Membership Features

- The opportunity to work alongside other freelancers, entrepreneurs, remote workers, and creatives.
- Access to high-speed wireless internet
- Use of the conference room
- Free admission to member related social and educational events
- Coffee and snacks
- Month to month pricing and no long term contracts
- Members on X day/week plans must use leftover days in the same calendar month
- Monthly memberships begin on the first day of each month

### Payments

- All membership payments are due on the first of every month with statement for next month being emailed one week prior to beginning of the next month
- Payments can be made in the form of cash, check, or credit card
- Invoices will be emailed to you monthly upon payment
- If payment is not received within 7 days of invoice due date, you will be removed from the membership page online. Any items left at The Armory will be donated and the desk/chair opened for other prospective members

## Terms of Use

### 1. Acceptance of Terms

The services of Loveland Coworking, LLC dba The Armory ("The Armory") provides to you, the undersigned (including by not limited to use of office space and access to Internet), are subject to the following Terms of Use ("TOU"). THE ARMORY reserves the right to update the TOU at any time. THE ARMORY will attempt to contact you to notify you of any updates within 30 days of their enactment

### 2. Description of Services

THE ARMORY may provide you with access to office space, work stations, Internet access, office equipment, conference space, knowledge resources, and other services as The Armory may provide 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 Armory server (The Armory's web hosting service), or the network(s) connected to any ARMORY 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 ARMORY 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 Services, you will not:

- a) Give your key/keycode to anyone else or allow non-paying customers entrance into or use of the space at any time. Giving your key/keycode to someone else is grounds for immediate termination of your membership plan and a lifetime ban from The Armory for both you and the person that you let in to the space
- b) Use the Services in connection with contests, pyramid schemes, chain letters. Junk email, spamming or any duplicative or unsolicited message (commercial or otherwise);
- c) Defame, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others;

- d) Publish, post, upload, distribute or disseminate any inappropriate, profane, defamatory, obscene, indecent or unlawful topic, name, material or information on or through The Armory
- e) 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 limitation, 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;
- f) 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;
- g) 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;
- h) Download an file(s) that you know, or reasonably should know, cannot be legally reproduced, displayed, performed, and/or distributed in such manner;
- i) Restrict or inhibit any other user from using and enjoying the Services;
- j) Violate any code of conduct or other guidelines which may be applicable for any particular service;
- k) Harvest or otherwise collect information about others, including email address, without the authorization or consent of the disclosing party;
- l) Violate an applicable laws or regulations; and
- m) Create a false identity for the purpose of misleading others

5. THE ARMORY reserves the right at all times to disclose any information about you, your participation in and use of the Services as THE ARMORY 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 The Armory's sole discretion.

## 6. Confidentiality

- a. You acknowledge and agree that during your participation in and use of the Service you may be exposed to Confidential Information. "Confidential Information" shall mean all information, in whole or in part, that is disclosed by THE ARMORY 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 also includes, without limitation, information about business, sales, operations, know-how, trade secrets, technology, products, employees, customers, marketing plans, financial information, services, business affairs, and knowledge gained through explanation or observation of or access to the facilities, computer systems and/or books and records of The Armory, and analyses, compilations, studies or other documents prepared by THE ARMORY or otherwise derived in any manner from the Confidential Information and any information that you are obligated to keep confidential or know or has reason to know should be treated as confidential
- b. You 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 THE ARMORY or any participant or user of the Services
- c. All Confidential Information remains the sole and exclusive property of THE ARMORY 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, in or to any Confidential Information or any patent, copyright or other intellectual property or proprietary rights of THE ARMORY 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 THE ARMORY does not have any liability with respect to your access, participation in, use of the services, or any loss of information or property resulting from such participation or use.

#### **8. Disclaimer of Warranties**

To the maximum extent permitted by applicable law, The Armory 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, 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 The Armory 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 informations, 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 The Armory, and even if The Armory has been advised of the possibility of such damages.

Because some states/jurisdictions do not allow the exclusion of limitation of liability, for consequential or incidental damages, the above limitation may not apply to you.

#### **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 The Armory 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 the foregoing shall be limited to actual damages incurred by you based on reasonable reliance up to ten dollars (USD \$10.00). 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

The Armory reserves the right to terminate any Service at any time. The Armory further reserves the right to terminate your participation in and use of any Services, immediately and without notice, if you fail to comply with the TOU.

#### 12. Indemnification

You release, and hereby agree to indemnify, defend and save harmless THE ARMORY and THE ARMORY'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 THE ARMORY or its respective officers and agents in connection with the defense of such claim or lawsuit

#### 13. 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.

#### 14. Insurance

THE ARMORY will carry Liability and Business Personal Property insurance for The Armory's own property in the space. As a user, it is strongly suggested that you carry a Renters Insurance policy to cover your own equipment while using the space. That policy may cover your current residence/office, as well as the premises of THE ARMORY. The Armory is not responsible for theft of or damage to any of your personal property for any reason. **It is strongly recommended that you use cable lock systems on any electronic device and use the locking file cabinet for storage if one is included in your membership plan. Other members may pack in/pack out items each day.**

#### 15. Parking

Members and customers must follow all city parking regulations. There are no assigned parking spaces for The Armory. Members must park in accordance with all posted signs and notices. It is recommended that you ride your bike, walk to or use public transportation when coming to The Armory.

**16. Consent for Photography/Video Consent for Media Release & Promotional Use**

Member hereby grants permission to Loveland Coworking, LLC dba The Armory, its employees, interns, or representatives to take and use:

- Photography/digital images
- Videotape
- Recorded audio or quoted remarks

of member for use by The Armory in promotional or educational materials. These materials might include but are not limited to electronic publications, printed publications, The Armory web site, Facebook page, Twitter account, or other electronic or print communications. Member further agrees that his/her name and identity may be revealed in descriptive text or commentary in connections with the image(s) published.

Member also agrees that the media may contact member regarding his/her involvement with The Armory.

Member authorizes the use of these materials indefinitely without compensation. All prints, digital reproductions, video, and audio recordings shall be the property of Loveland Coworking, LLC. dba The Armory.

The Armory will always contact its members to request the use of any of the materials described above, and will provide an open and honest description of the manner in which the materials will be used. Materials are to be used in a promotional context unless otherwise specified in the communications with the member featured in the media. The Armory or a representative of will always contact you if any alterations/editing takes place on the materials being provided of/by you the member.

**I hereby acknowledge that I have read and understood all of the terms and conditions contained in this TOU and further agreed to be bound to the TOU regarding my participation in and use of the Services.**

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

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