

Co-working at Quench - Membership Agreement

Quench Salisbury aims to support entrepreneurs to set up and grow their business by providing a range of affordable services. Co-working is a movement that provides a collaborative space for creative, freelance, independent and nomadic workers that is underpinned by a core set of values. At Quench we aspire to and expect those who work with us to share in those values of:

Collaboration: We love helping each other. It is important that everyone contributes as well as benefit from a strong co-working community.

Trust: We want to keep our friendly, family atmosphere, which requires openness and trust from everyone who uses the building.

Sustainability: Although shared workspaces are environmentally friendly already, we want to keep making sure we take all appropriate measures to minimize our carbon footprint.

Openness: We want to open our doors and be welcoming to those who need the space and create an atmosphere of respect for each other's faith, nationality, gender, age, disability, etc.

In using the facilities of Quench we expect people to behave in a way that is consistent with these values, specifically:

- This is a co-working space, so there is an expectation that you will be willing to collaborate where possible and be prepared to draw on the help and support of others, whilst respecting their right to get their own work done.
- Respect the space and leave it as you find it. If you moved things around then return them to their original location; please tidy up after yourself.
- Give back the equivalent of what you take out. If you drink the coffee from the communal kitchen; occasionally contribute some.
- Respect the people around you - let's keep this a fun and relaxed place to work.

CO-WORKING MEMBERSHIP AGREEMENT

Please provide the following contact information:

Name: _____
 Address: _____
 City: _____
 Post Code: _____
 Phone: _____
 Email: _____
 Website: _____
 Business: _____

Please indicate here that we may publish your name, industry, title, and URL on our member directory. Sensitive information, such as phone number and email, will be kept private.

Please select a membership level:

- PAY-AS-YOU-GO non member
- PAY-AS-YOU-GO associate member
- Full Co-Worker Membership
- Virtual Membership

Other I agree to membership of Quench Salisbury for a term of ___ months at the level selected, which will allow me access to Quench resources as outlined below.

	PAY-AS-YOU-GO non member	PAY-AS-YOU-GO associate member	Full Co-worker member
Opening hours	9AM - 4.30PM Monday - Friday	9AM - 4.30PM Monday - Friday	Anytime excluding Sundays
Services	Free on- site parking High speed internet Hot desk in shared office	Free on-site parking High speed internet Hot desk in shared office Invitations to networking and development events Printing and copying facilities 10% off room bookings 10% off in Quench cafe.	Free on-site parking High speed internet Cable connection Fixed desk in shared office Invitations to networking and development events Printing and copying facilities 10% off room bookings 10% off in Quench cafe.
Price	£12 per day	£8 per day	£110 per month

Quench (Salisbury) Limited

Company number 10522372

Registered office address: Unit 1 Sussex House, Newton Road, Salisbury, Wiltshire, SP2 7QA

01722 580024 hello@quenchsalisbury.com

Virtual Membership

With any membership option, or independently you may choose to register your business at our address. This is an extra £25 a month. If you would like to add this to your membership, please tick here.
[]

Quench Terms of Use

- **Acceptance of Terms.**

The services that Quench provides to you are subject to the following Terms of Use (“TOU”). Quench reserves the right to update the TOU at any time without notice to you.

- **Description of Services.**

Quench may provide you with access to office space, work stations, Internet access, office equipment, conference space, workshops other services as Quench may provide from time to time (collectively, “Services”). The Services at all times are subject to the TOU.

- **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 Quench server, or the network(s) connected to any Quench 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 Quench 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.

Use of services

You agree that when participating in or using the Services, you will not:

- a. Use the Services in connection with contests, pyramid schemes, chain letters, junk email, spamming, or any duplicative or unsolicited message (commercial or otherwise);
- b. Defame, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others;
- c. Publish, post, upload, distribute or disseminate any inappropriate, profane, defamatory, obscene, indecent or unlawful topic, name, material or information on or through Quench servers, notice boards, events or Quench spaces;
- d. 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;
- e. 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;
- f. 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;
- g. Download any file(s) that you know, or reasonably should know, cannot be legally reproduced, displayed, performed, and/or distributed in such manner;
- h. Restrict or inhibit any other user from using and enjoying the Services;
- i. Violate any code of conduct of other guidelines which may be applicable for any particular Service;
- j. Harvest or otherwise collect information about others, including email addresses, without the authorization or consent of the disclosing party;
- k. Violate any applicable laws or regulations;
- l. Create a false identity for the purpose of misleading others.

Quench (Salisbury) Limited

Company number 10522372

Registered office address: Unit 1 Sussex House, Newton Road, Salisbury, Wiltshire, SP2 7QA

01722 580024 hello@quenchsalisbury.com

Building Rules

- a. It is expected that you will observe the quiet enjoyment and normal use of the Building at all times and not damage or deface the Building or its fixtures, fittings, decor and furnishings.
- b. The co-worker will not compromise the Building or its protection from fire, flood, gas, electricity or weather.
- c. The co-worker 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 Quench 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.

- **Key-holder responsibilities**

A key-holder is deemed to be any person who takes possession of keys for the Quench building (Unit 1, Newton Road, Salisbury, SP2 7QA). Key-holders acknowledge and accept responsibility for the security of the doors and spaces there accessed. The key-holder is expected to secure the building, checking windows are shut, lights and heating is off, water taps turned off and arming the building alarm system when they are the last person to leave the premises.

- **Quench reserves the right at all times to disclose any information about you.**

This applies to your participation in and use of the Services as Quench 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, at Quench's sole discretion.

- **Confidentiality**

a. You acknowledge and agree that during your participation in and use of the Services you may be exposed to Confidential Information. "Confidential Information" shall mean all information, in whole or in part, that is disclosed by Quench or any participant or user of the Services or any employee, affiliate, or agent thereof, that is non-public, confidential or proprietary in nature. Confidential Information also includes without limitation, information about business, sales, operations, knowhow, trade secrets, technology, products, employees, customers, marketing plans, financial information, services, business affairs, any knowledge gained through examination or observation of or access to the facilities, computer systems and/or books and records of Quench, any analyses, compilations, studies or other documents prepared by Quench 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.

Quench (Salisbury) Limited

Company number 10522372

Registered office address: Unit 1 Sussex House, Newton Road, Salisbury, Wiltshire, SP2 7QA

01722 580024 hello@quenchsalisbury.com

c. Your 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 Quench.

All Confidential Information remains the sole and exclusive property of Quench 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 you any rights to any Confidential Information or any patent, copyright or other intellectual property or proprietary rights of Quench or any participant or user of the Services.

- **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 Quench does not have any liability with respect to your access, participation in, use of the Services, or any loss of information resulting from such participation or use.

- **Termination**

Quench reserves the right to terminate any Service at any time. Quench 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.

- **Insurance**

Quench carries Public Liability Insurance. As a user, you are not required to, but it is strongly suggested that you carry a Renter's Insurance policy to cover your own equipment while using our space. That policy may cover your current residence/office, as well as the premises of Quench.

12. Lone working - personal safety and building security:

We recognise that for full co-worker members there may be occasions when a co-worker is alone in the building outside normal working hours (9.00am – 5.00pm). Should this situation arise, co-workers are expected to take appropriate precautions regarding their own safety and for the security of the building. Under these circumstances we require that the main entrance door is kept locked from the inside and the key removed so that other key holders are able to gain entry. We expect all workers to be familiar with the various escape routes in the event of a building fire. On departure from the building the lone co-worker should ensure that windows are closed, all relevant office equipment, lights, heating and water taps are turned off, and the building alarm system is armed.

Quench (Salisbury) Limited

Company number 10522372

Registered office address: Unit 1 Sussex House, Newton Road, Salisbury, Wiltshire, SP2 7QA

01722 580024 hello@quenchsalisbury.com

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

SIGNATURE:

DATE: _____

(PRINT) NAME: _____

As a key-holder I have read and understood the terms relating to building security in this TOU and further agree to be bound to the TOU regarding my responsibilities as a key-holder.

Key number:

SIGNATURE:

DATE: _____

(PRINT) NAME: _____