# How to choose a Cowork space?

When you discover that successful businesses such as the Time hop, Face book app embarked their startup journeys in the cowork setups, you know that the Cowork trend is on the rise.

If you are here, you have probably decided to switch from your traditional/home office to a productive, efficient Co-working space. But before we move ahead, let’s understand the basic concept of cowork.

**What is cowork?**

It is a creative technique of work that involves a shared working space where people belonging from different businesses can interact, cooperate and work together. Cowork, as a work concept is gaining a lot of popularity in India. According to a study by Deskmag, the number of coworking spaces has increased from 24% in 2013 to 36% in 2015. Wondering why this happened? Well, this is because of so many benefits that cowork spaces offer to their clients.

**What is a cowork space agreement?**

They are service agreements in which coworkers use the space for a limited period of time (according to their needs) and leave when they are done. These agreements don’t bind the person with a company forever. Cowork agreements are different from general rental agreements. They mention all the facilities that a cowork space will provide to a coworker. A lot of people confuse cowork spaces with real estate businesses. Don’t know why but this happens. This confusion leads to misrepresentation of cowork agreements. Though cowork is a western concept, it is slowly being accepted in India. Many people have started understanding what cowork is but still, a lot of people face problems while signing a cowork agreement.

Agreement clause

There should be a clause which states very clearly that this is a service agreement. The word rental should not be mentioned anywhere.

No hidden costs

### Make sure that there are no hidden costs. All costs related to rent, taxes etc should be discussed earlier. It’s better to clarify everything before you sign a cowork service agreement.

### Seating cost

The agreement must state per seat price of a cowork office. Lump sum cost should be avoided as the team size might grow in the future.

### Damage and penalty clause

You should carefully read and understand all the responsibilities related to any damage caused to the cowork office and its property. Also, many offices don’t take the responsibility of client’s personal property. If so, it should be mentioned in the agreement.

### Security deposit clause

Every cowork space has its own security deposit rules. You should go through it before signing the agreement.

### Office timings

Before signing the agreement, you should clarify office timings and holidays at the cowork office. Make sure the same is mentioned in the agreement.

### Privacy

Cowork space is a shared office. Breach of privacy is very common. In order to protect your privacy, you should make sure that a non-disclosure clause is mentioned in the agreement. This clause will protect all your non-public information such as your client’s personal information etc.

### Termination of contract

Cowork space agreements are service agreements which are easy to terminate. No long procedure is needed. However, the notice period of the termination should be clearly mentioned in the agreement.