

Co-working Space Agreement

Space Name: [Your Co-working Space Name]

Location: [Full Address]

Operated By: [Organization/Collective Name]

Effective Date: [Date]

1. Purpose and Vision

Our Mission

[Example: To provide an affordable, collaborative workspace where independent workers, freelancers, and small teams can work productively while building community and sharing resources.]

Our Values

- **Collaboration over competition:** We help each other succeed
- **Respect:** For the space, each other, and diverse work styles
- **Sustainability:** Environmental and economic
- **Accessibility:** Keeping costs low and space welcoming
- **Community:** Building relationships beyond work
- **Balance:** Supporting both productivity and wellbeing

2. Space Overview

What We Offer

Physical Space:

- Hot desks: [Number] first-come seats in open area
- Dedicated desks: [Number] assigned seats
- Private offices: [Number] for [1-4] people
- Meeting rooms: [Number] bookable by members

- Phone booths: [Number] for private calls
- Common areas: Kitchen, lounge, [other spaces]

Amenities:

- High-speed WiFi: [Speed]
- Printing/copying: [Included / Pay per use]
- Coffee/tea: [Free / Honor system]
- Kitchen: Fridge, microwave, dishwasher
- Mail/package receiving: [Available / Not available]
- Storage: [Lockers / Shelves available]

Hours:

- Standard access: [9am-6pm / 24/7 / Other]
- After-hours: [Key card access / By arrangement]
- Closed: [Holidays list]

3. Membership Types and Fees

Membership Options

1. Part-Time (Hot Desk)

- Access: [10 days/month or 2 days/week]
- Cost: \$_____/month
- Includes: [WiFi, coffee, common areas, X meeting room hours]
- First-come seating in open area

2. Full-Time (Hot Desk)

- Access: Unlimited during standard hours
- Cost: \$_____/month
- Includes: [WiFi, coffee, common areas, X meeting room hours]
- First-come seating in open area

3. Dedicated Desk

- Access: Unlimited during standard hours
- Cost: \$_____/month
- Includes: Assigned desk, storage, [meeting room hours]
- Your desk, your setup stays

4. Private Office

- Access: [24/7 / Standard hours]
- Cost: \$_____/month (for [1-4] people)
- Includes: Locked office, storage, [meeting room hours]
- [Add-ons available]

5. Daily Drop-In

- Cost: \$_____/day
- Includes: Hot desk, WiFi, coffee, common areas
- No reservation needed [or: Reserve via website]

6. Meeting Room Only

- Non-members: \$_____/hour
- Available: [By reservation only]

Payment Terms

- **Due date:** [1st of month / Upon signup]
- **Method:** [Bank transfer / Credit card / Check]
- **Late payment:** [Grace period of X days, then \$X fee]
- **Security deposit:** [1 month / Not required]
- **Contract:** [Month-to-month / 3-month minimum / Annual]

Cancellation

- Notice required: [30 days]
- Last month's payment: [Pro-rated / Full month]
- Security deposit: Returned within [timeframe] minus any damages

4. Member Responsibilities

General Conduct

- ✔ Treat the space as if it were your own home
- ✔ Clean up after yourself
- ✔ Respect others' need for focus and quiet
- ✔ Use headphones for audio
- ✔ Keep phone conversations brief and considerate
- ✔ Return borrowed items to their place
- ✔ Report maintenance issues promptly
- ✔ Participate in community (encouraged)

Kitchen Use

- Wash your dishes immediately
- Label food with name and date
- Fridge clean-out: [Weekly, Fridays]
- No strong-smelling foods in work areas
- Compost and recycle properly
- Clean up spills

Meeting Room Booking

- Reserve via: [Online system / Calendar / Coordinator]
- Maximum booking: [2 hours / 4 hours] per day
- Cancel if you can't use it
- Leave room clean and reset
- Cost: [Included / \$X per hour over allowance]

Printing and Copying

- [First X pages free monthly, then \$X per page]
- [Pay-per-use honor system]
- Black & white: \$____/page
- Color: \$____/page

- Paper provided / Bring your own

5. Workspace Guidelines

Desk and Office Use

Hot Desk Users:

- Don't leave belongings overnight
- First-come, first-served each day
- Respect personal space of others
- Use locker for storage [if available]

Dedicated Desk Users:

- Keep desk reasonably tidy
- Don't spread into others' areas
- Storage: [Under desk / Provided cabinet]
- Personalize tastefully

Private Office Users:

- Keep common areas outside office clean
- Don't block hallways with furniture
- Lock office when leaving
- Respect quiet hours

Quiet Hours and Zones

- **Quiet hours:** [After 6pm / Not applicable]
- **Quiet zones:** [Designated areas]
- **Phone calls:** Use phone booths or step outside
- **Video calls:** Book meeting room or use phone booth
- **Discussions:** Take to lounge or meeting room

Visitors and Guests

- **Occasional guests:** Welcome [with prior notice]
- **Regular guests:** [Require day pass / Not allowed]
- **Client meetings:** Use meeting rooms
- **Visitors must:** Sign in, follow all space rules
- **Member responsible for** guest behavior

6. Technology and Security

WiFi and Network

- Network name: [SSID]
- Password: [Provided to members]
- Speed: [Minimum guaranteed]
- No illegal downloads or streaming that hogs bandwidth
- Report connectivity issues to: [Contact]

Security

- **Access:** [Key card / Code / Key]
- **Don't share** access codes or keys
- **Last one out:** Check windows, lock doors, turn off lights
- **Valuables:** Space not responsible for theft
 - Use lockers
 - Don't leave laptops unattended
 - Consider insurance

Data and Privacy

- Shared network: Use VPN for sensitive work
- Secure your devices

- Don't snoop on others' screens
- Confidential calls: Use private spaces
- Respect privacy of others

7. Community and Culture

Communication

- **Primary channel:** [Slack / Email list / Discord]
- **Newsletter:** [Weekly / Monthly]
- **Bulletin board:** For announcements, offers, requests
- **Suggestion box:** [Physical / Digital]

Community Events

- **Weekly:** [Coffee chat Friday mornings]
- **Monthly:** [Lunch & learn, skill shares]
- **Quarterly:** [Social events, celebrations]
- **Participation:** Optional but encouraged

Collaboration and Support

- **Skill sharing:** Offer what you know
- **Referrals:** Help each other find clients/work
- **Feedback:** Provide constructive input when asked
- **Networking:** Introduce people who should connect

Diversity and Inclusion

- **Welcoming:** All backgrounds, identities, abilities
- **Harassment:** Zero tolerance policy
- **Accommodations:** Request accessibility needs

- **Respect:** Different work styles and cultures

8. Health, Safety, and Sustainability

Health and Wellbeing

- **If sick:** Stay home, work remotely
- **Allergies:** No strong perfumes/colognes
- **Lighting:** [Natural light, adjustable desk lamps]
- **Ergonomics:** Adjustable chairs provided
- **Breaks:** Encouraged! Use lounge, go outside

Safety

- **Emergency exits:** [Locations marked]
- **Fire extinguishers:** [Locations]
- **First aid kit:** [Location]
- **Emergency contact:** [Phone number]
- **Building security:** [After-hours procedures]

Sustainability Practices

- **Recycling:** [Bins and what goes in them]
- **Composting:** [System in place]
- **Energy:** Turn off lights in unused areas
- **Waste reduction:** Bring reusable cups/containers
- **Green cleaning:** [Non-toxic products used]

9. Mail and Package Receiving

Incoming Mail/Packages

- **Address format:**

```
[Your Name]
c/o [Co-working Space Name]
[Full Address]
```

- **Notification:** [Email when package arrives]
- **Pick up:** Within [X days] or may be returned
- **Signature required:** [Someone available / Arrange in advance]

Outgoing Mail

- **Stamps/shipping:** [Provided / Bring your own]
- **Pickup:** [Daily by carrier / Drop at post office]

10. Conflict and Problem Resolution

Common Issues

- Noise levels
- Temperature preferences
- Shared resource usage
- Interpersonal tensions
- Equipment problems

Resolution Process

Step 1: Direct Communication

- Address issue respectfully with person involved
- Assume positive intent
- Focus on specific behaviors

Step 2: Involve Coordinator

- If direct conversation doesn't work
- Coordinator mediates
- Seeks fair solution

Step 3: Management Review

- For serious or repeated issues
- Written warning if needed
- Membership may be terminated for:
 - Harassment or discrimination
 - Repeated rule violations
 - Damaging property
 - Non-payment

11. Governance and Operations

Management Structure

Coordinator/Manager:

- Day-to-day operations
- Member onboarding
- Space maintenance
- Event coordination
- Conflict resolution

Member Council: [If applicable]

- [4-6 volunteer members]
- Meet: [Monthly]

- Advise on: Policy, improvements, events
- Term: [6 months / 1 year]

Decision-Making

Routine operations:

- Manager decides

Policy changes:

- Proposed by: Anyone
- Input from: Member council / All members
- Decided by: [Management / Vote]

Budget and fees:

- Annual budget shared with members
- Fee changes: [30 days notice]

Feedback and Improvement

- **Monthly check-in:** How's it going?
- **Quarterly survey:** Member satisfaction
- **Suggestion box:** Ongoing ideas
- **Annual review:** Comprehensive assessment

12. Use Restrictions

Prohibited Activities

- ✗ Illegal activities
- ✗ Running businesses that require physical space (retail, food service, etc.)
- ✗ Excessive noise or disruption
- ✗ Smoking/vaping anywhere in building
- ✗ Alcohol/drugs [unless at approved events]
- ✗ Pets [unless service animals or pre-approved]
- ✗ Overnight stays

- ✗ Political campaigning
- ✗ Harassment, discrimination, or hostile behavior
- ✗ Damage to property

Regulated Activities

- ⚠ **Events:** Prior approval required
- ⚠ **Filming/photography:** Respect others' privacy
- ⚠ **Alterations:** No changes without permission
- ⚠ **Vendors/solicitation:** Not allowed
- ⚠ **Food delivery:** Receive in common area, not at desk

13. Maintenance and Repairs

Member Responsibilities

- Report issues immediately
- Don't attempt major repairs yourself
- Clean spills right away
- Replace printer paper when empty [if applicable]
- [Other routine maintenance]

Management Responsibilities

- Regular cleaning: [Daily / 3x week]
- Deep cleaning: [Monthly]
- Equipment maintenance
- Repairs: [Within X business days]
- Building issues: Coordinate with landlord

Reporting Issues

- Method: [Email / Slack / Maintenance log]
- Urgent issues: [Call/text manager]
- Non-urgent: [Submit via form]

14. Insurance and Liability

Space Insurance

- **Building:** Covered by [landlord / space management]
- **Liability:** [Carried by co-working space]
- **Coverage amount:** \$_____

Member Responsibility

- **Personal property:** Not covered by space insurance
- **Your insurance:** Recommended to have renters/business insurance
- **Liability:** Members responsible for damage they cause
- **Waiver:** Signed by all members

Indemnification

Members agree to hold harmless the co-working space, its owners, and operators from claims arising from member's use of space.

15. Intellectual Property

Your Work

- **You own:** Everything you create
- **Confidentiality:** Respect others' proprietary information
- **No guarantee:** Of confidentiality in shared space
- **Use private space** for sensitive work

Shared Resources

- **Community knowledge:** Freely shared
- **Tools/templates:** [Available to all / With attribution]

- **Member directory:** For internal use only, not for marketing

16. Special Provisions

Remote Work Etiquette

- **Camera on/off:** Your choice in video calls
- **Background:** Consider what's visible behind you
- **Headphones:** Required for calls in shared areas

Work-Life Balance

- **Hours:** Work when you want
- **Breaks:** Take them!
- **Boundaries:** Respect your own and others'
- **Support:** We're here for each other

Growing Businesses

As your business grows:

- **Hiring:** Consider space for team members
- **Scaling:** Upgrade to larger office if needed
- **Outgrowing:** We celebrate your success!

17. COVID-19 and Health Protocols

[Adapt based on current situation and local guidelines]

Current Protocols

- **Vaccination:** [Required / Encouraged / Not required]
- **Masks:** [Required / Optional / Required in common areas]

- Capacity limits: [If applicable]
- If exposed: [Stay home for X days]
- Cleaning: [Enhanced protocols in place]

Flexibility

- Protocols may change based on public health guidance
- Members notified promptly of changes
- [Temporary refunds/credits if space closes]

18. Termination

By Member

- Notice: [30 days written]
- Effective: [End of notice period]
- Refund: [Pro-rated / No refund for partial month]
- Clean out: All belongings removed
- Return: [Keys, access card]

By Management

Membership may be terminated for:

- Non-payment after [X days]
- Serious violation of rules
- Harassment or illegal activity
- Repeated minor violations after warnings

Process:

- Written warning (except serious violations)
- Opportunity to remedy
- If terminated: [X days to remove belongings]

19. Amendments

This agreement may be updated:

- Changes posted: [30 days in advance]
- Significant changes: [Require member input / Vote]
- Members notified via: [Email and posted notice]
- Continued membership: Indicates acceptance
- Can't accept changes: May terminate without penalty

Next Review: [Annual date]

20. Member Agreement

By signing, I acknowledge that I have read, understood, and agree to abide by this co-working space agreement.

Member Information:

Name: _____

Business/Organization: _____

Address: _____

Email: _____

Phone: _____

Emergency Contact: _____

Emergency Phone: _____

Membership Type: ☐ Part-Time ☐ Full-Time ☐ Dedicated Desk ☐ Private Office

Start Date: _____

Monthly Fee: \$_____

Payment Method: ☐ Bank Transfer ☐ Credit Card ☐ Check

How did you hear about us? _____

What do you do? (Brief description)

What are you hoping to get from this co-working space?

Signature: _____

Date: _____

For Office Use:

Member #: _____

Desk/Office #: _____

Access Card/Key #: _____

Security Deposit: \$ _____ (Paid/Waived)

First Payment: \$ _____ (Date: _____)

Approved By: _____ (Date: _____)

Appendix A: Building Information

Address: [Full address with suite/floor]

Building Manager: [Name and contact]

Parking: [Details and cost if applicable]

Public Transit: [Nearby stops and lines]

Bike Parking: [Location]

Loading Zone: [For deliveries]

Building Hours: [If different from space hours]

After-Hours Access: [Elevator codes, entry procedures]

Restrooms: [Location]

Building WiFi: [If separate from space WiFi]

Appendix B: Meeting Room Booking

Available Rooms

Small Meeting Room (4-6 people)

- Features: [Table, chairs, whiteboard, screen]
- Hourly rate: [Included / \$X for non-members]
- Booking: [Online system link]

Large Meeting Room (8-12 people)

- Features: [Conference table, video conferencing, etc.]
- Hourly rate: [Included / \$X for non-members]
- Booking: [Online system link]

Phone Booths (1 person)

- First-come, first-served
- Maximum: [30 minutes per use]
- Please keep clean

Booking Guidelines

- Reserve: At least [2 hours / 1 day] in advance
- Maximum: [4 hours per day / 8 hours per week]
- Cancel: If you can't use it (don't be a no-show!)
- Setup/Cleanup: [5 minutes included / Do yourself]
- Catering: [Allowed with advance notice / Not allowed]

Meeting Room Etiquette

- Start and end on time
- Leave room as you found it
 - Erase whiteboards
 - Return furniture to original positions

- Take all trash and recyclables
 - Turn off lights and screen
 - Report: Any issues or damage
-

Appendix C: Kitchen and Common Area Guidelines

Kitchen Use

Appliances Available:

- Refrigerator (label your food!)
- Microwave
- Coffee maker
- Kettle
- Dishwasher
- [Other appliances]

Coffee and Tea:

- [Free for members / Honor system]
- Please make a fresh pot if you take the last cup
- Bring your own mug [encouraged]

Shared Supplies:

- Basic: Coffee, tea, sugar, creamer
- You provide: Special dietary items
- Dish soap and sponges: Provided
- Paper towels: Provided [or: Please conserve]

Food Storage:

- Label everything with name and date
- Fridge clean-out: [Every Friday afternoon]
- Freezer: [Available / Limited space / Not available]

- Pantry: [Shared staples / Label your items]

Cleanup:

- Wash dishes immediately (no overnight dishes!)
- Wipe counters after use
- Clean up spills right away
- Take out trash if full
- Load/unload dishwasher as needed

Lounge Area

Use:

- Relaxation and informal meetings
- Eating lunch (no smelly foods at desks!)
- Social time
- Phone calls (brief and considerate)

Maintenance:

- Push in chairs
- Return magazines to rack
- No feet on furniture
- Report: Torn upholstery, stains, damage

Appendix D: Emergency Procedures

Fire Emergency

1. **Alert others** in immediate area
2. **Evacuate** via nearest exit (don't use elevator)
3. **Meeting point:** [Specific location outside]
4. **Call 911** once safely outside

5. **Don't re-enter** until fire department clears building

Fire Extinguisher Locations: [List]

Fire Alarm Pull Stations: [List]

Medical Emergency

1. **Call 911** immediately
2. **Notify:** Space coordinator or building security
3. **First aid kit:** [Location]
4. **AED:** [Location if available]
5. **Stay with person** until help arrives

Severe Weather

- **Tornado warning:** [Shelter location and procedures]
- **Earthquake:** Drop, cover, hold on; evacuate after if safe
- **Flood:** [Evacuation procedures]

Security Concerns

- **Suspicious person/activity:** Don't confront; call building security: [Number] or 911
- **Threatening situation:** Leave immediately, call 911
- **After hours:** Lock doors behind you

Building Evacuation

- **Take:** Your phone, keys, [access card]
- **Leave:** Everything else
- **Help:** Anyone who needs assistance
- **Account:** Check that everyone from your area is out

Emergency Contacts

- **911:** Fire, Medical, Police

- **Building Security:** [Number]
- **Space Coordinator:** [Name and number]
- **Building Manager:** [Name and number]
- **Poison Control:** [Number]

Appendix E: Community Resources

Skills and Services Directory

[Members can list their services/skills available to others]

Example:

- **Jane Doe** - Graphic design, logo help
- **John Smith** - Bookkeeping, QuickBooks training
- **Maria Garcia** - Spanish translation, tutoring
- [Space for member additions]

Lending Library

[Books, magazines, resources available to borrow]

- Honor system: Sign out and return
- Located: [Shelf location]
- Donate: Gently used business/professional books

Bulletin Board

Post:

- Job opportunities
- Collaboration requests
- Items for sale/free
- Housing swaps
- Recommendations

Don't Post:

- Spam or advertising (except member services)
- Political campaigns
- Anything offensive

Slack/Discord Channels [If applicable]

- **#general** - General chat and announcements
 - **#random** - Off-topic, fun stuff
 - **#help** - Ask for assistance
 - **#events** - Community happenings
 - **#marketplace** - Buying/selling/trading
 - **#food** - Lunch plans, restaurant recommendations
 - [Other channels]
-

Appendix F: Monthly Checklist

For All Members

- ☐ Pay monthly fee by [date]
- ☐ Clean out fridge items (by Friday)
- ☐ Check email for community announcements
- ☐ RSVP for community event [if interested]
- ☐ Update your member profile [if anything changed]

For Dedicated Desk Members

- ☐ Keep desk area tidy
- ☐ Organize your storage
- ☐ Check that your items aren't spilling into others' spaces

For Private Office Members

- ☐ Ensure door locks properly
- ☐ Take trash to common area bins
- ☐ Check that HVAC settings are appropriate

Appendix G: New Member Orientation Checklist

Welcome! Here's what you need to know:

Space Basics: ☐ Tour of all areas

☐ Restroom locations

☐ Emergency exits

☐ WiFi password

☐ How to book meeting rooms

☐ Kitchen tour and guidelines

☐ Where to store belongings

Access: ☐ Received [key/access card/code]

☐ Know how to enter after hours

☐ Building security contact

Community: ☐ Added to [email list/Slack/Discord]

☐ Introduced to at least 3 other members

☐ Know about community events

☐ Member directory access

Logistics: ☐ Payment method set up

☐ Emergency contact on file

☐ Signed all agreements

☐ Know cancellation policy

Questions answered: ☐ _____ ☐ _____

Oriented by: _____ **Date:** _____

Appendix H: Feedback Form

We want to continually improve! Please share your thoughts:

Overall Satisfaction: ☐ Very satisfied ☐ Satisfied ☐ Neutral ☐ Unsatisfied

The space is:

- Clean: ☐ Always ☐ Usually ☐ Sometimes ☐ Rarely
- Quiet enough: ☐ Always ☐ Usually ☐ Sometimes ☐ Rarely
- Well-maintained: ☐ Yes ☐ Mostly ☐ Needs work

What's working well?

What could be better?

Amenity requests:

Event ideas:

Would you recommend us? ☐ Yes ☐ Maybe ☐ No

Additional comments:

Optional - Your name: _____

Submitted: [Date]

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