

Tech Valley Center of Gravity Services Addendum

Memberships at Tech Valley Center of Gravity (“Company” or “TVCOG”) grant access to our facilities (shared and exclusive) at different posted times of the day and days of the week. Exclusive space licenses reserve studio or storage spaces within our facilities for individuals or groups. Payment terms for our services are as follows:

- Payment is due monthly (or upon the expiration of payment in advance, as indicated on this addendum), on or before the day of the month specified as the Membership start date.
- First and last month’s space fee and membership are due upon license signing to reserve a space license.
- Late fees, in the amount of 5% of the monthly fees due, will be charged 5 days after the payment due date and monthly thereafter until the outstanding balance is paid in full.
- 30 days written notice is required to terminate space licenses. Memberships without corresponding space licenses can be terminated by immediate notice and non-renewal of fees, but otherwise memberships must be maintained for the duration of space licenses.

Membership Type:

[] **Associate Membership:** One-time setup fee \$25, includes:

- Voucher for safety class
- One-day pass.
- Only eligible to access Makerspace through day passes, classes, workshops and public events.

[] **Coworking Membership:** \$50/month, includes:

- 24/7 access to coworking space (does not include access to workshops or equipment)
- Floating access to single available desk space (no storage)
- Access to community room, board room and kitchen subject to availability

[] **Full Membership:** \$60/month (Students: \$30/month), includes:

- Access during posted staffed hours
- Voucher for safety class

[] **Super-User Membership:** \$100/month, includes:

- 24/7 access to facilities,
- 2’x2’x2’ Storage unit included
- Voucher for safety class

[] **Family Extension:** \$20/month + \$25 setup fee per additional person enrolled, includes:

- Extends Full / Super-User membership above to immediate family members
- Voucher for safety class for each additional person enrolled

[] **Organizational Fixed Membership:** \$100/month/person, includes:

- 24/7 access to facilities for each enrolled person in the organization
- 2’x2’x2’ Storage unit included per person enrolled
- Vouchers for safety classes

[] **Organizational Floating Membership:** \$200/month/seat + \$25 setup fee/person, includes:

- Simultaneous 24/7 access to facilities for up to the number of seats purchased,
- 2’x2’x2’ Storage unit included per seat
- Voucher for safety classes for each enrolled person on floating member list

Ala-carte Services:

[] **2' x 2' x 2' Storage Unit(s):** _____ (#) storage units (\$30/month/unit) in location _____
Storage units require a monthly membership.

[] **Day Pass:** One-day access during staffed hours (\$25/day, \$50/3-day, \$80/5-day)

Discounts:

[] **Tool Lease:** Equipment value (attach addendum) equivalent to a membership discount of: _____

[] **Volunteer Credit:** Eight hours of service during the month will apply a \$20 credit against next month's membership fee. Volunteer hours require approval prior to service.

Monthly Fees: _____ Paid Today: _____

For Period: _____

Member Name: _____

Member Signature: _____ Date: ____/____/____

TVCOG Signature: _____ Date: ____/____/____

Tech Valley Center of Gravity Policies and Procedures

Tech Valley Center of Gravity (“Company” or “TVCOG”) strives to provide a safe, productive and fun work environment for its members. In light of this mission, we ask you to obey the following policies and procedures for working in our facility. Failure to obey these policies and procedures can make our facilities dangerous or unwelcoming to others, and such actions on your part make result in your license being terminated without notice. Please take them seriously. We reserve the right to change these policies and procedures as needed and with sufficient notice to members.

Individual Safety: Obey all posted signs and literature pertaining to safe use of our facilities. These include but are not limited to signs regarding appropriate ship clothing and protective gear, techniques for safe equipment use, material-specific precautions for equipment and machine tool lockouts. Do not use equipment you are not comfortable with or trained to use. Our strong preference is that you not operate heavy machinery after staffed hours without a partner in the facility; operate it individually at your own risk. Default to asking for help if uncertain.

Shared Safety: In a shared and open facility like ours, it is possible for less experienced members to operate equipment dangerously without knowing it. Please stay on the lookout for unsafe behaviors, and approach and offer feedback to fellow members if you believe they are working unsafely. Please notify staff immediately if you believe any piece of equipment or infrastructure to be unsafe.

Respectful Behavior: In both in-person and electronic interactions, behave respectfully, courteously and professionally to your fellow members. No discrimination, harassment or hate speech shall be tolerated.

Courtesy of Individual Spaces: If you are licensing a space from us, please keep your individual space relatively orderly. Do not enter any individual workspaces that are not yours without explicit permission.

Courtesy of Shared Spaces: Keep noise levels to a respectful minimum for the comfort and enjoyment of those in the immediate area. No loud music, tool use or other noise will be permitted in the open rental areas (including coworking space) without the explicit permission of the members around you. No fumes or flames are permitted in unventilated areas. Restore the shared spaces to be as clean as or cleaner than when you found them. Please respect and do not interrupt any official Tech Valley Center of Gravity activities or classes in the shared spaces.

Guests: Non-member guests are permitted in the Tech Valley Center of Gravity so long as they do not use Tech Valley Center of Gravity equipment or share areas or interfere with other members. Guests and their actions are the sole responsibility of the host member.

Tolerance of Feedback: Please be open to constructive feedback from fellow members, especially as it pertains to safe use of our equipment and disrespectful communication or behavior.

Member Signature: _____

Date: _____

Tech Valley Center of Gravity Membership & Service Agreement

Tech Valley Center of Gravity Incorporated ("Company" or "TVCOG"), a New York nonprofit corporation, and _____, the entity or person identified on the signature page of this Agreement ("Member" or "Licensee"), hereby agree that the Company will provide to the Member a license to the shared TVCOG fabrication facilities located at 35 4th Street, Troy, New York. This Agreement is a Membership and License Agreement and is not a lease or any other form of tenancy agreement. The Company and Member agree as follows:

1. **Duration of Agreement & Termination.** This Agreement is a Membership and shall commence on _____. This Agreement shall automatically renew on a month-to-month basis. The Member or TVCOG may terminate this Agreement any time with 30 days advance notice. Notwithstanding the foregoing paragraph and notice period, TVCOG reserves the right to terminate access to and use of Company facilities at any time, immediately and without notice, if the Member fails to comply with any provision of this Agreement and TVCOG Policies and Procedures.

TVCOG reserves the right to amend the Policies and Procedures and Services Addendum from time to time and at its sole discretion. TVCOG will notify Member of any changes to said rules and regulations in writing and prior to such rule changes taking effect.

Upon the termination of this Agreement, Member shall thereafter have no further right to use TVCOG facilities in any manner and Member shall make no further use of TVCOG other than to remove personal items. All advance fees, if any, shall be justly prorated and returned to Member, along with any deposits, within 30 days of the termination of this Agreement. Personal items must be removed from TVCOG within 15 days of the termination of this Agreement, after which period they become property of TVCOG.
2. **Description of Services.** TVCOG agrees to provide Member with secured entry access to non-exclusive, clean, well-maintained manufacturing equipment and workshop facilities, exclusive access to individual workspace if so detailed in the Services Addendum, reasonable electrical power, and wireless internet at TVCOG, and range of related services as detailed in the attached Services Addendum. Said attachments and the Member's first invoice details the specific workspace(s) to be used by the Member and the corresponding service rates.
3. **Member Obligations.** Member shall only use the facilities as appropriate to their membership level in accordance with TVCOG Policies and Procedures. The shared facilities shall be kept in a neat, clean, and attractive condition at all times. Member will not cause any damage to any part of TVCOG, including unreasonable or inappropriate wear on equipment or damage to the building in which TVCOG is located ("Building"). Member shall not disturb the use and enjoyment of the Services by any other Member of the Company or the use and enjoyment of the Building by any occupant of the Building. Member shall not use TVCOG facilities for any inappropriate or unlawful activity including obscenity and use of material protected by intellectual property laws.
4. **Fees.** User agrees to make payments in the amount, form and manner as detailed in the TVCOG Services Addendum. Failure to make monthly payments as described will result in the termination of this Agreement and revocation of Members license to use the facilities. In addition, Member shall pay all reasonable third party fees (attorney's fees and debt collection fees specifically included) and other costs incurred by the Company in connection with any late payments or past due amounts.

5. **Risk of Use.** Member acknowledges that he/she is using the facilities at his/her own free will and decision. Member acknowledges that TVCOG does not have any liability with respect to Member's access, participation in, use of the facilities, or any loss resulting from such participation or use.

TVCOG and its respective board members, employees, volunteers, instructors, agents, contractors and officers shall not, to the extent permitted by law, be liable for, and the Member waives all right of recovery against TVCOG and such individuals for any damage or claim with respect to any injury to person or damage to, or loss or destruction of, any property of Member, its contractors, employees and invitees due to any act, omission or occurrence in or about TVCOG or the Building. Except for the gross or willful misconduct by the Company, Member agrees to indemnify, defend, protect and hold the Company and its respective board members, employees, volunteers, instructors, agents, contractors and officers harmless from and against all claims of whatever nature arising out of Member's use of facilities and occupancy of the Company. Members are strongly encouraged to carry insurance that covers their personal equipment while using the workspace at TVCOG.

6. **Interruption of Service.** Member acknowledges that due to the imperfect nature of electronic communications, electronics and titles, TVCOG shall not be responsible for damages, direct or consequential, which may result for the failure of TVCOG to furnish any of the Services. The Company will, however, act in good faith and in a commercially reasonable manner in working to remedy any flaws in the facilities or equipment, or delays in providing access to the facilities or equipment to the Member.
7. **Relationship of the Parties.** Member is not an employee or contractor of the Company. TVCOG has no right to the work produced by Members or guests working at the Company. Members shall maintain all copyrights, patents, and any other proprietary rights related to the Member's works that are created using the facilities.
8. **Partial Invalidity.** If any one or more of the provisions of this Agreement shall be invalid or unenforceable, the remainder of this Agreement shall not be affected, and each remaining provision shall be valid and enforceable to the fullest extent permitted by law.
9. **Waiver.** No delay or omission on the part of TVCOG in exercising any right under this Agreement shall operate as a waiver of such right or of any other right of the Company, nor shall any waiver of such right or rights on any one occasion be deemed to bar to, or waiver of, the same right or rights on any future occasion. The acceptance by TVCOG of any payment, or of a sum less than is due, shall not be construed as a waiver of any of the Company's rights unless such a waiver is in writing.
10. **THIS AGREEMENT IS NOT A LEASE AND DOES NOT CREATE OR REFLECT ANY FORM OF TENANCY OR INTEREST IN REAL PROPERTY IN FAVOR OF THE MEMBER.** This Agreement is subject and subordinate to a lease by and between TVCOG and the owner of the Building. This Agreement shall terminate simultaneously with the termination of said lease. This Agreement shall be governed by, interpreted and enforced in accordance with the laws of the State of New York.

Member Name _____
Company _____
Mailing Address: _____
City / Town: _____
State / ZIP: _____
E-mail Address: _____
Phone Number: _____
Over 18? ☐ Yes ☐ No (Guardian signature required)
Emergency Contact: _____
Relation: _____
Phone Number: _____
E-mail Address _____

MEMBER:

Printed Name

Signature

Date: _____

Guardian Printed Name

Guardian Signature

COMPANY:

Printed Name

Signature

Date: _____

OFFICE USE ONLY:

☐ Member ☐ Renter ☐ Instructor ☐ Student ☐ Volunteer ☐ Institutional ☐ Donor

Institution: _____