

## **COTTAGE COWORKING SPACE REVOCABLE LICENSE TERMS AND CONDITIONS**

1. **Terminology**
  - a. These Terms and Conditions are called the **Terms**.
  - b. The Cottage on Turner, LLC is called the **Licensor**.
  - c. The site at 429 Turner Avenue, NW, Grand Rapids, Michigan 49504 is called the **Premises**.
  - d. Anyone Licensor provides a revocable license to under these Terms is called a **Licensee**.
  - e. A revocable license under these Terms is called the **License**. The License is non-exclusive and revocable.
  - f. The monthly fee for the License is \$250 and is called the **Fee**. Licensor may change the Fee at the beginning of any month and will communicate changes the Fee to Licensee.
2. **Modification and Acceptance** Licensor may modify these Terms from time to time in its sole discretion. Use of a dedicated desk at the Premises constitutes acceptance of these Terms.
3. **License** Licensee has a limited License to use a dedicated desk and lockable filing cabinet as assigned by the Licensor and the first floor coworking space at the Premises solely as allowed by these Terms. This use of a dedicated desk and the first floor is on a first-come, first-served basis and is only permitted during the hours detailed below or as updated by Licensor from time to time in its sole discretion. The Licensor may move the dedicated desk and filing cabinet to accommodate its needs from time to time and at its sole discretion. Licensor reserves the right to enter lockable spaces for safety and security purposes. This arrangement is fully revocable, is not a lease, and is not intended to create a landlord-tenant relationship.
4. **Fee** Licensee must pay Licensor the monthly Fee on or before the first day of intended license use. Nothing in these terms obligates Licensee to continue to pay the Fee if and when Licensee decides not to continue using the License.
5. **Hours of Use** Licensee will typically have access to the coworking space Monday through Friday, from 8:00 AM to 5:00 PM, unless otherwise communicated by Licensor. The workspace is subject to availability on a first-come, first-served basis. The dedicated desk is reserved for the Licensee. Licensee will not have access to the Premises on the following holidays plus any additional holidays or closed days posted by Licensor from time to time: January 1, Good Friday, Easter Monday, Memorial Day, July 3 (if a Friday), July 4 (if a weekday), July 5 (if a Monday), Labor Day, Thanksgiving day, the day after Thanksgiving day, December 24, December 25, December 26, and December 31.
6. **Use of the Premises** Licensee agrees to use the coworking space for general business purposes and in accordance with the following conditions:
  - Licensee will comply with all applicable laws and will not engage in any illegal or inappropriate activity, including but not limited to the access, use, distribution, or display of pornography or other explicit content.
  - Licensee agrees to abide by all rules that may be implemented by Licensor from time to time. Licensor may communicate these rules by posting them at the Premises or by using other methods.

- Licensee agrees it has no rights to modify or change the Premises.
  - Licensee may keep items on or in designated desk and/or lockable filing cabinet provided by Licensor, provided the area is kept tidy and free of hazards.
  - Licensee will not damage the Premises and agrees to reimburse Licensor or any other licensees or other occupants of the Premises for any damage caused by Licensee or its guests or for any injuries that may arise from Licensee's activities or the activities of Licensee's guests.
  - Licensee will treat other licensees and individuals at the Premises with dignity and respect, and at all times act in a manner consistent with building community, using the Golden Rule as a guide. In particular, Licensee will be mindful of the amount of noise she or he generates and will not disturb other licensees or individuals at the Premises.
  - Licensee will not bring flammable, toxic, or explosive items to the Premises and will not bring firearms to the Premises. A typical commercial laptop and similar office work items will not be considered flammable, toxic, or explosive even if they have batteries that are labeled as such.
7. **Perks** Perks will typically include a lockable filing cabinet to keep personal items on the premise, free coffee, Wi-Fi, access to the shared kitchenette, and community events from time to time. Licensee will also have the option to use the conference room following the rules outlined by Licensor. The full list of available perks may be updated from time to time and will be made available to Licensee.
  8. **Parking** The License does not include access to a designated parking spot. If parking is desired, Licensee may inquire with Licensor about availability and any associated fees.
  9. **Wi-Fi Use** Use of the Wi-Fi is subject to Licensor's restrictions and conditions which Licensor may, in its sole discretion, implement and modify from time to time. Under no circumstances may Licensee use the Wi-Fi to access to inappropriate or illegal content. For the avoidance of doubt, Licensee may not use the Wi-Fi to download, access, store, share, or distribute any pornographic material or engage in any illegal activities.
  10. **Termination of License** Licensor may terminate the License immediately by providing written notice to Licensee. Upon termination, Licensee will cease all use of the Premises and return property (if any) belonging to the Licensor. If Licensor terminates this License on a day other than the last business day of a calendar month, and if Licensee has complied with all of its obligations under these Terms, Licensor will reimburse Licensee for the unused portion of the Fee. For example, if Licensor terminated the License on April 15, and Licensee complied with all of its obligations, Licensor would reimburse Licensee for half of the Fee paid for April. Licensor will make this reimbursement within 45 days of termination of the License.
  11. **Miscellaneous** These Terms constitute the entire understanding between the Licensor and Licensee regarding the License. Only Licensor may modify or amend these Terms.