



*An Enterprise and Entrepreneurial
Development Center*

Application & Membership Agreement

This Membership Agreement is made between:

iWerx, LLC (Managing company)"iWerx" and:

(Primary Member) Member

Business name

Address

City

State

Zip

Phone

Email

Website

Social Media Handles

Industry

(Initials)

I approve iWerx to publish name, industry, title, and URL on member directory and iWerx.org. Sensitive information, such as phone number and email, will be kept private unless otherwise approve by member.

Please answer the following questions:

- 1. How did you hear about iWerx?**
- 2. Are you and/or members of your team be interested in participating in iWerx programming?**
- 3. How can iWerx help you?**

For the iWerx facility/property located at:

1501 Burlington
North Kansas City, Missouri 64116

Month-to-Month Membership with Designated Office

The Membership is for one month on the 1st day of _____ (month/year) and is automatically renewed on the 1st of each following month thereafter for the amount of _____. The Membership will be prorated for the current month/period till the 1st of the next month in the amount of _____.

Today, _____ (date), I have paid:

One Time Administrative Fee	\$50.00
Nonrefundable deposit	\$50.00
Key Fob Deposit (refundable when returned)	
_____ Fobs required x \$10.00	\$ _____
_____ Month(s) Membership Dues	\$ _____

Payment Method: _____ Total \$ _____

(Initials) Member acknowledges receipt of the attached iWerx Cooperative Guidelines.

(Initials) Member agrees to NOT recruit other existing Members to share space.

(Initials) Member agrees to use the premises for business purposes only and not for illegal, immoral or hazardous purposes. Furthermore, space cannot be used for temporary or permanent living quarters by the Member.

iWerx. LLC Acknowledges Receipt:

iWerx Management _____ Date: _____

Current Member Listing:

The following names will be the registered Members and agree to all the terms and conditions as agreed to and signed by Primary Member. Memberships are non-transferable. Reassignment of Memberships can be made by "Primary Member" through written notice to iWerx management or its agent.

Member (Primary Member) Phone _____ Email _____

Member Phone _____ Email _____

Member Phone _____ Email _____

Member Phone _____ Email _____

Terms of Use

1. Cancellations & Termination

All membership cancellations must be received in writing five (5) days prior to the first of the month. Deposit for each distributed fob will be return upon receipt of item(s).

iWerx reserves the right to terminate any Service at any time. iWerx further reserves the right to terminate Member participation in and use of any Services, immediately and without notice, if Member fails to comply with the "Application & Membership Agreement" or "Cooperative Guidelines." Member expressly acknowledges and agrees that neither the services provided by iWerx nor this agreement shall in any manner constitute a landlord/tenant relationship, and iWerx may immediately terminate the services for any reason at any time. Upon termination, Member agrees to immediately remove any and all of personal property from the Premises

2. Indemnification

Member releases, and hereby agree to indemnify, defend and save harmless iWerx (whether or not wholly-owned), affiliates, divisions, and their past, present and future officers, agents, shareholders, members, representatives, employees, successors and assigns, jointly and individually, from and against all claims, liabilities, losses, damages, costs, expenses (including, without limitation, reasonable attorney's fees), judgments, fines and penalties based upon or arising out of your negligent actions, errors and omissions, willful misconduct and/or fraud in connection with the participation in or use of the Services. Member further agrees in the event that Member brings a claim or lawsuit in violation of this agreement, Member shall be liable for any attorneys' fees and costs incurred by iWerx or its respective officers and agents in connection with the defense of such claim or lawsuit.

3. Insurance

Member shall provide general liability coverage. Member shall also fully insure its office contents to full replacement cost. Notwithstanding anything herein to the contrary, iWerx and Member, and all parties claiming under them, hereby mutually release and discharge the other from all claims arising from or caused by any hazard occurring to the property of Member or in Member's custody that is located in the iWerx facility, on or in the Premises, or the common areas, regardless of the cause of the damage or loss.

4. Maintenance and Janitorial Services

iWerx will, at its cost, keep the building foundation, exterior walls, and roof in a satisfactory condition, and shall maintain the interior of the building except Members workspace in a satisfactory condition. Daily garbage collection will be the responsibility of Member and will also include regular janitorial services for the common areas of the facility. Members are responsible to the cleaning of their own work space and must maintain a clean, neat and healthy work environment.

5. Member Liens

Tenant will not permit any lien or claim to be filed against the interest of iWerx in the facility during the continuation of the Membership, due to the acts or omissions of Member. If such lien be filed, it shall be the duty of Member within 60 days thereafter to cause iWerx to be released from such claim.

6. Conference Rooms

Allotted conference room time cannot be awarded to outside entities for their use. Conference rooms are intended for the Members use and designated guests of iWerx.

7. Office Space Modification

Member will not make any modification or improvements to the workspace without iWerx written approval.

At the expiration of the term of this Membership agreement, Member shall surrender the office in as good condition and as environmentally clean as they were in at the beginning of the agreement, reasonable use, wear and obsolescence and damage by the elements excepted, except as to environmental conditions wherein the office space will be upon surrender in the same condition as when received.

8. Smoking

iWerx is a smoke-free facility.

9. Membership Payments

Members are expected to pay monthly fees on the first of each month. The grace period begin on the 1st of the month and ends on the 15th. If fees are not paid within this timeframe, iWerx staff will be instructed to pack and store personal items from the vacated space unless other arrangements have been made.

Late fees will be levied accordingly:

- Ten (10) days past due a fee of \$25.00 will apply
- Fifteen (15) days past due a fee of \$50.00 will apply

Agreed to by:

Signature of Primary Member	Date	Print Name

Witness by:

iWerx Management	Date



Cooperative Guidelines

The following guidelines are designed to enhance the iWerx business, social and cooperative experience that we all want to share as members. They are not to stifle the creative process or to be burdensome to the members under the communal roof of iWerx. Instead it is the wish of management that it will create an environment where members look forward to coming to each day to share ideas, create new friendships and to make business succeed. After all, often we spend more time in the office than at home with family and need that place with positive energy.

1. **Be respectful and professional to fellow members and their guests at all times.**
2. **It only makes sense that every person using iWerx is a paid member.** Exceptions: non-members that have business-related meetings with members or they are a paid "walk-in." Members are responsible for the conduct of their guest.
3. **Members with issues or grievances with other members should bring them to the attention of iWerx management.** You are encouraged to work out issues on your own in a calm and professional manner.
4. **Keep the kitchen clean and free of dirty dishes.** Do not leave used dishes in or near the sink. Instead hand wash or place them in the dishwasher after use. The same holds true for member guest's dishes.
5. **Label and date food place in the refrigerator.** The iWerx staff reserves the right to discard any item deemed out of date and spoiled.
6. **Keep office neat and clean.** iWerx strives to maintain a professional atmosphere for all members. Trash baskets can be left outside the office door at night for disposal by the janitorial service and brought back into the office as soon as possible the next day.
7. **iWerx encourages community, making connections and providing opportunities to sell products/services among its members.** Need an accountant, software developer or marketing advice? There might be a member right down the hall who can help. Think iWerx member first. However, this does not mean that members spend days directly selling to other members. Be respectful of open doors and members busy schedules.
8. **Don't take the last cup of coffee and not make a fresh pot.** Enough said...
9. **No pets,** except service animals, are allowed in iWerx at any time, even weekends.
10. **Speaker phones are not allowed in common areas and only in conference rooms and offices with closed doors.** Monitor the volume and be respectful of other members.

11. **Conference rooms are required to be reserved online.** These designated spaces are for the use of members for meetings with customers, clients and teammates.

- Members have a specific amount of credit, per month, as stated in the benefits attachment. Additional time can be billed directly to the credit card on record. Use should always be in accordance of this agreement.
- Leave the conference room in a neat and orderly fashion as it was found. Chairs should be tucked in, white boards erased and food/beverages/trash disposed of properly.
- Members cannot sell or donate conference room time to other members, non-members or outside groups.

12. **Lastly, iWerx staff is here to help.** Have an idea about your latest project? Need to find a member or outside service to assist with an issue? Or, just want to take a break and talk to someone who genuinely cares and understands the entrepreneurial bent? That's why they were hired and a major part of what they do. Stop by...get acquainted and join the community.

Agreed to by:

Signature of Primary Member Date Print Name

Witness by:

iWerx Management Date