



## New Member Form

### Applicant Information

Full Name: \_\_\_\_\_  
*Last* *First* *M.I.*

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_ *City* *State* *ZIP Code*

Cell Phone: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Website/LinkedIn: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Company: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_

Focus: \_\_\_\_\_ (e.g. Developer, Designer, Journalism)

Computer name (for printing purposes): \_\_\_\_\_ 4-digit Passcode: \_\_\_\_\_

### Membership

- OH-Membership       We-Office       Co-Office
- My-Office

**Monthly Memberships will be billed monthly on the 1<sup>st</sup> of every month. Weekly Memberships will be billed on Mondays. Daily Memberships will be charged that day. A 5% late fee will be assessed after the 5<sup>th</sup> of each month. Memberships will be pro-rated depending on start date.**

I authorize Office Hinge to automatically withdraw payments from my debit/credit card on the 1<sup>st</sup> of every month.

- Yes       No

- Visa                       MasterCard                       American Express
- Discover

Card Number \_\_\_\_\_ Expiration \_\_\_\_\_

Security Code \_\_\_\_\_

Billing Zip Code \_\_\_\_\_

If no, then please remit payment via check due on the 1<sup>st</sup> of every month.

**Any extra amenities that are used during a monthly membership will be invoiced on the 15<sup>th</sup> of every month & due on the 1<sup>st</sup> with membership dues. Ex: Printing, Meeting Rooms, Conference Room, Etc.**

**If you are doing a daily membership and use extra amenities you can see the host to make your payment at the end of the day. If you choose the weekly option, then you will pay on Fridays for any extras that were used during the week.**

**Completion or acceptance of the Office Hinge membership application does not create tenancy but a prepaid usage license to use the provided amenities on a monthly or casual basis. This license may be renewed each month, quarter, or year. Failure to follow the Office Hinge rules can result in non-renewal or early termination of the usage license.**

**How did you hear about Office Hinge?**

- Newspaper                       Company Employee                       Professional Publication
- Job Fair                       Billboard                       Website
- Other \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Summary of Membership Types

### Membership Yearly Fee \$20

**We-Office** gives you the benefits of a full-time office in a shared office space.

Only pay for the space you need when you need it. You can choose your available spot each day in a dedicated area. You are supplied with furnished workspace, Internet & discounts on business solution training and receive perks as a Hinge member.

\$ 10.00 Daily

\$ 40.00 Weekly

\$ 150.00 Monthly

**Co-Office** is in a shared area with desk space dedicated only to you. Co-Office gives you the benefits of a full-time office and supplied with the Internet, 24/7 access, discounts on business solution training and receive perks as a Hinge Member.

\$300.00 Monthly

**My Office** is a customized Modern workspace.

The modernized office is a dedicated space in an open environment with furnished desk, office chair, Internet, mail service, admin support, 24/7 access, meeting room access, discounts on business solution training and receives perks as a Hinge Member.

\$500.00 Monthly

Office Hours  
8:30am to 4:30pm weekdays for We-Office Members

## 24/7 for Co-Office & My Office

**Acceptance of Terms** – Completion of this application form acknowledges the acceptance of the Use of Service and/or the Acceptable Use Policy by the applicant.

**Open Environment** – This is an open office shared by many different peoples and organizations.

**Internet/Network Usage** – No spamming, posting or downloading files that you know or should know are illegal or that you have no rights to. Access any other device connected to Office Hinge network or the Internet that you do not have permission to access.

**Meeting Room Usage** – The meeting rooms can be used by any member. This is based on reasonable usage by each member. Huddle Room is reserved for 30 Minutes to an Hour. Phone Hubs are reserved for every 15-30 Minutes. If any room needs to be booked for more than 1 hour please request this with the Host.

**Liability** – All members and guests are responsible for their own belongings and actions. Should any action or inaction cause damage or cost to Office Hinge the member will be notified.

**No Pets or Bikes** – The building owner does not allow bikes or pets in the building. This is a lease condition which OH has no control over.

**Guests** – Any guest must be accompanied by a member at all times. A guest must be listed in the Guest Register before using any of the amenities. The inviting member will be responsible for their guest's actions at all times.

**Members Register** – This is maintained by OH and has all the details provided by the members for use by OH staff and other members. The member has the option of privacy for listing on the public websites.

**Key** – This provides access to the building after hours for all Co & My Office Members. These keys belong to OH and there will be a \$20 charge for if the key is not returned at the end of the contract.

**Renewal and Termination** – Membership is a privilege not a right, gross misconduct can result in immediate termination. OH renewal is automatic unless advised by the member. Member can terminate this agreement at anytime by providing one month's notice after the completion of the initial month.

**Invoicing and Payment** – The member is automatically invoiced monthly in advance based on their membership option. Also included is any variable charges such as copies, printer & facility usage that may have been incurred during the previous period. Payment is required at the beginning of the month for that period. Payment for casual usage is either paid on the day of use unless other arrangements have been made with OH.

**Changes to the OH or Use of Service**—Changes can be made by OH with 30 days' notice to members. These will be emailed to all members and placed on the website.

***Useful Info:***

**Wi-Fi password:**

OfficeHinge2018

**Printer Set-up:**

**Printer name is Color MFP S3845cdn**

To add this printer and install printer drivers you have to add it by its IP address which is **192.168.1.146**

We use secure printing & page accounting so attached in your welcome kit there will be specific print instructions to ensure your documents are stored & printed securely.