

Society1

Terms and Conditions



Please read this agreement and keep it. By paying your monthly membership you sign up to these guidelines.

Effective date 16th May 2018.

This agreement covers the relationship between you and Cowomoma Ltd Trading as Society1 (we'll refer to ourselves as "Society1", "we" or "us") and covers your membership of the Society1 community and your use of the coworking spaces operated by us at 9-10 Cross Street, Preston, Lancashire, PR1 3LT.

POLICIES

The agreement starts from the date on which you become a member of Society1 by accepting these terms and paying your first membership fee, and continues until the date your membership ends (for whatever reason). We are not a serviced or fully staffed office, and the following things help us keep our prices accessible.

Society1 is not the average shared office space it is more than that it is a community. The community can not function without its members. We are not here to create lots of rules and regulations but we do need to create a structure for everyone to be part of and work from the same point.

1. Member Guidelines

What your need to know:

- 1.1 What is included in your package level is detailed on our website and stated on your member account.
- 1.2 If you are a Dedicated Desk Member, you get your own desk and can leave your monitor, keyboard, favourite teddy bear etc. If you're on any other membership plan, please sit in a Flexi / Hot Desk space and clear your desk at the end of each day. The community pass provides membership to our

community, not access to the society1 workspace. Community members can buy day passes to work in the space.

- 1.3 Clean up your rubbish/bits of paper/coffee cups, put used dishes into the dishwasher, keep the space tidy for everyone and recycle.

2. Polices

- 2.1 No illegal bittorrent. (don't bog down the network downloading films all day)
- 2.2 Please pay us on time. Invoices are issued monthly.
- 2.3 Violators of our guidelines may be asked to leave. We reserve the right to refuse service to anyone. If you're asked to leave, you need to skedaddle.
- 2.4 If something needs fixing or replacing at the space, or you need to know how to work the printer / or how the coffee machine works, ask for help on Slack or/and tell Society1 reception.
- 2.5 Sorry no pets allowed.
- 2.6 We take a grown up approach to having guests at Society1. If someone visits for one or two hours and you meet together in the open space this forms part of your membership with us. If someone is working with you for a longer period of time we expect that you purchase them a morning / afternoon pass or full day pass accordingly. We ask members to respect this rule and book usage appropriately. If we feel that a member is violating this rule we reserve the right to add the appropriate pass on the members account.
- 2.7 We have CCTV in the building. This is for our insurance and for the safety of our members. CCTV recordings are stored securely.

3. Your Responsibilities

What we ask from you:

In order to keep things ticking along nicely and our prices accessible, here are some essentials we ask everyone to be mindful of when using the space.

- 3.1 You break or lose it, you replace it. We are not talking about an odd cup or glass here, we ask that you take care of the big things around the building like you would your own belongings in your own home.
- 3.2 Bring problems with plumbing, electrical, door access, flooding, broken lockboxes, natural disasters, dishwashers, toilet paper etc. to the attention of Society1 reception or email work@society1.co.uk.

- 3.3 Never give out Society1 door access or internet access to anyone. Your access and login is for you only.
- 3.4 Report any internet / wifi issues to reception, who will help to resolve the issue, do not assume we know there is a problem.
- 3.5 Pay your membership fees by the due date for the month ahead. We will not chase you down. The membership system will automatically turn off your access if you do not pay.
- 3.6 Equipment and professional liability is your own responsibility (our insurance can't cover it).
- 3.7 Leave the spaces as you found them, or in better shape.
- 3.8 Anyone who behaves in a manner that is destructive to the space or the members may be asked to leave. If anyone in our space makes you feel uncomfortable, bring it to our attention right away.
- 3.9 Be responsible and respectful with your internet usage. No bittorrent or illegal activities. Respect other people's privacy, confidentiality, safety, property and data. If the police come looking for you, we will give you up immediately.
- 3.10 Back-up your data. If we have a power outage or the internet goes down, we're not responsible for any work you may lose.
- 3.11 Don't use drugs. Don't drink to excess whilst at the space. Don't use offensive language or threatening behaviour towards any other member.
- 3.12 We don't have car parking available. There is car parking at Avenham Car park at the end of the road. Or use public transport or cycle. A bike rack is located in the basement of the building you are responsible for locking up your bike appropriately.
- 3.13 Society1 members may sign for other members' packages and deliveries, but it isn't guaranteed. Plan accordingly.
- 3.14 The last member out of each space is responsible for closing windows, shutting off lights and firmly closing all doors.
- 3.15 There's a kitchen provided on the ground floor and on the second floor. Please treat the kitchens as you would at home and keep all areas tidy. Put dishes in the dishwasher and empty it if you see it's ready. The bins are emptied periodically so please take any large items to the main bins at the back of the building.

- 3.16 Use of the kitchen, fridge and eating area. The fridge is cleared out weekly so if there's something you want to keep, please label it!
- 3.17 We don't expect everyone to work in quiet library conditions, this is an open space after all. We do however ask you to be respectful of the people around you. So if you have a long / loud phone call take it in an appropriate place – Stairwells, 2 man huddle room on the 1st floor etc.
- 3.18 In order to use Society1 as a postal address you are required to purchase a post box with your membership. If you wish to also register your company at Society1 you are required to purchase a virtual office package with your membership. We do run a regular check via Companies House regarding who is registered here.

4. Payments and Cancellations

- 4.1 Membership fees are displayed including 20% VAT. Extras such as printing and phone charges are Excluding VAT as they use external systems.
- 4.2 We provide access to the space and community in return for you paying your membership fee. Please keep your payment details up to date on the members system.
- 4.3 You pay for use depending on your membership level. No refunds or pro rata discounts are available.
- 4.4 If you would like to cancel a membership, please give us one month's notice so we can plan for the arrival of new members.
- 4.5 We may cancel your membership at any time if you break any terms of this agreement, don't pay your fees on time, or for any other reason.
- 4.6 Your membership is personal to you and is not transferable to another person. If you have a guest who would like to visit for a day, a week or longer, that's great! Please let us know and we can get them set up.

5. Legal

- 5.1 Where your membership entitles you to access the space, this is a licence to use the space, and does not give you an exclusive right to any part of the space. You are responsible for ensuring that the space meets your needs and we make no warranties or representations that the space is suitable for the purpose you intend to use it for.
- 5.2 Sometimes events happen that are out of our control. These include things like

strikes, lock outs, accidents, war, fire, power outages, internet downtime or the delay or failure in manufacture, production, or supply by third parties of equipment or services. Such events may prevent us from providing you with access to the space, providing the services in whole or in part, or may prevent you from performing your obligations under this agreement. In such cases both parties agree that the other party will not be liable for any delay or failure in performing their obligations, including the lose of data.

- 5.3 You agree that you not an employee of Society1. You are responsible for complying with all laws, taxes, rules and regulations that apply to your work.
- 5.4 Society1 is a collaborative workspace, and you may find that you are working in close proximity to individuals or organisations that compete with your business. It is your responsibility to ensure that any obligations you may have regarding proximity and/or confidentiality with respect to such competing organisations and other members generally are adhered to. Due to the shared nature of the space, sensitive information may sometimes be overheard, and you agree to respect the right of privacy and confidentiality of other members in such circumstances.
- 5.5 We maintain a public liability insurance policy that covers the space and we carry our own contents insurance. Our contents insurance does not extend to your property or the property of your guests. You should make your own insurance arrangements to ensure that your property and any other liabilities are covered. We do not accept responsibility for loss or damage to any of your property left unattended or unsecured in the space.
- 5.6 We may amend the terms of this agreement at any time. If we choose to do so, we will give you reasonable notice.
- 5.7 Post box and virtual office services fall under the general terms and conditions of this document. Any specific terms and conditions will be provided at sign up.
- 5.8 Registered office post will be sorted at reception and either forwarded on or held in your post box, inline with your individual arrangements.
- 5.9 If you have paid to have your address registered at Society1. It is your responsibility to provide all the company trading names and individual names under which post will be received. Society1 is not responsible for mail that comes in any other names. Unrecognised post will be returned to sender.
- 5.10 If you have a post box for self collection. Collections can be made Monday – Friday in office hours.
- 5.11 We at Society1 take customer information seriously. We safeguard our customer data to the best of our abilities by using GDPR compliant systems

and endeavour to encrypt and password protect all information in line with legislation. If you wish to see any of the data that we hold about you we are happy to share it with you. We do not share customer information with any 3rd party without explicit authorisation from the individual.

5.12 You are responsible to keep your own customer data safe. You will be working in an open space so it is your responsibility to secure your laptop / personal information / paperwork according.