



COWORKING SPACE MEMBERSHIP PACKAGES & RATES

Access

Weekday Access — 8:30 am - 6 pm: Free

24/7/365 Access (Prepaid Membership): 1 Month: \$25 | Six Months: \$135 | 1 Year: \$240

EMAIL COWORKING@STOURBRIDGEPROJECT.COM FOR MORE INFORMATION

Workstation Rental

Regular Access (Non-Reserved, Business Hours): Free

Reserved Access: Per Hour: \$10 | 4 Hour Block: \$20 | Full Day (up to 24 hrs.): \$50

EMAIL COWORKING@STOURBRIDGEPROJECT.COM FOR MORE INFORMATION

3D Printers

Any Use of 3d Printers: Cost of Materials (Typically \$10 - \$20)

EMAIL COWORKING@STOURBRIDGEPROJECT.COM FOR MORE INFORMATION

DIGITAL MEDIA STUDIO

Per Hour: \$25 | Half Day: \$100 | Full Day: \$150

Use of Seamless Paper: \$20

Additional Equipment, Videographers, Lighting, Sound & Editing: Available at Additional Cost

EMAIL STUDIO@STOURBRIDGEPROJECT.COM FOR MORE INFORMATION

Prepaid membership available to qualified companies or individuals only.

All use of Stourbridge facilities must adhere to posted policies.

Part 4: Client Information

Type of Business: (Mark only one—primary business category)

- | | | |
|---|--|---|
| <input type="checkbox"/> Accommodations & Food Service | <input type="checkbox"/> Health Care & Social Assistance | <input type="checkbox"/> Public Administration |
| <input type="checkbox"/> Administrative & Support | <input type="checkbox"/> Information | <input type="checkbox"/> Real Estate, Rental & Leasing |
| <input type="checkbox"/> Agric., Forestry, Fishing, & Hunting | <input type="checkbox"/> Management of Companies | <input type="checkbox"/> Retail Trade |
| <input type="checkbox"/> Arts, Entertainment, & Recreation | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Transportation & Warehousing |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Mining | <input type="checkbox"/> Utilities |
| <input type="checkbox"/> Educational Services | <input type="checkbox"/> Other (except Public Admin) | <input type="checkbox"/> Waste Management & Remediation |
| <input type="checkbox"/> Finance & Insurance | <input type="checkbox"/> Professional, Scientific, & Tech Services | <input type="checkbox"/> Wholesale Trade |

Business Website:

Social Media Accounts:

Race:

- Asian Pacific Islander
 Black/African American
 Native American/Alaska Native White

Ethnicity:

- Hispanic or Latino
 Not Hispanic of Latino

Gender:

- Male
 Female

Do you consider yourself a person with a disability?

- Yes
 No

What is the nature of counseling you are seeking? (Mark only one—primary consulting category)

- | | | |
|---|--|--|
| <input type="checkbox"/> Start-up Assistance | <input type="checkbox"/> HR / Managing Employees | <input type="checkbox"/> Franchising |
| <input type="checkbox"/> Business Plan Development | <input type="checkbox"/> Business Accounting / Budgets | <input type="checkbox"/> eCommerce / Technology |
| <input type="checkbox"/> Financing / Capital | <input type="checkbox"/> Cash Flow Management | <input type="checkbox"/> Legal Issues |
| <input type="checkbox"/> Marketing / Sales | <input type="checkbox"/> Tax Planning | <input type="checkbox"/> International Trade / Export |
| <input type="checkbox"/> Managing a Business | <input type="checkbox"/> Buy / Sell Business | <input type="checkbox"/> Mentorship |
| <input type="checkbox"/> Customer Relations | <input type="checkbox"/> Government Contracting | <input type="checkbox"/> Employee Training / Internships |
| <input type="checkbox"/> Intellectual Property Management | <input type="checkbox"/> Product / Process Development | <input type="checkbox"/> Real Estate (Own & Lease) |

Describe specific assistance requested in space provided.

I understand that any information disclosed will be held in strict confidence. (The Stourbridge Project/WEDCO will not provide your personal information to commercial entities). I authorize The Stourbridge Project/WEDCO to furnish relevant information to the assigned management counselor(s). I further understand the counselor(s) agree not to: recommend good or services from sources in which he/she has an interest in, and 2) accept fees or commissions developing from this counseling relationship. In consideration of the counselor(s) furnishing management and/or technical assistance, I waive all claims against The Stourbridge Project/WEDCO personnel, and that of its resource partners and organizations, arising from this assistance.

Client Signature:

Date:

Part 5: Submittal

Who/what prompted you to contact us? (Mark all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> Bank | <input type="checkbox"/> Email/Newsletter | <input type="checkbox"/> County Agency |
| <input type="checkbox"/> Business Owner | <input type="checkbox"/> Chamber of Commerce | <input type="checkbox"/> Educational Institution |
| <input type="checkbox"/> Media/TV/Radio | <input type="checkbox"/> Wayne Pike Workforce Alliance | <input type="checkbox"/> Word of Mouth |
| <input type="checkbox"/> Internet Search | <input type="checkbox"/> Economic Development Organization | <input type="checkbox"/> Other: (specify) _____ |

Form may be returned via:

Email: coworking@stourbridgeproject.com (Scanned PDF file only)
 Fax: (570) 253-0818
 Mail: WEDCO, 32 Commercial Street, Suite 1, Honesdale, PA 18431

Please retain a copy for your records. Please contact WEDCO at (570) 253-5334 if you are not contacted within three (3) business days.

The Stourbridge Project / WEDCO Staff Only

Intake Form Collected By:

Name: _____ Date: _____

Entered into Database By:

Name: _____ Date: _____

Initial Contact Made By:

Name: _____ Date: _____

Initial Meeting Date:

Partner(s) Referred to:

Welcome to the Stourbridge Project

Together, we are building a community of co-working professionals in and around Wayne County. These rules and policies are intended to ensure value and enjoyment for all users.

General Work Environment

- Generally one seat/work area per person (especially when the co-working space is busy).
- Please keep work areas clean and presentable.
- Please be mindful of others and keep noise levels moderate (including discussions and computer volumes).
- Please turn cell phone to vibrate/mute and leave the co-working space for cell phone conversations.
- While we encourage interaction and sharing ideas, please hold extended discussions outside the co-working space or in areas specifically designated for collaborative activities.

General Rules of Conduct

- Persons under 18 require approval prior to using the coworking space.
- No smoking, alcohol, firearms/weapons, hazardous material or illegal activities are permitted on the premise.
- No abusive or disruptive language/behavior will be permitted (*There is a zero tolerance policy for harassment of any kind*).
- No solicitation, no pets (with the exception of service animals) and no overnight sleeping are permitted on the premise.
- All garbage must be disposed of properly upon your departure.
- Professional business-like behavior is expected from all co-working space users at all times.

Meeting Rooms/Collaboration Areas

Certain areas within The Stourbridge Project have been specifically designated for group and collaborative activities. These areas may be used at any time unless reserved. Meeting rooms will be reserved on a first-come, first-serve basis.

Confidentiality, Indemnification and other Legal Agreements

You specifically accept and agree to all posted policies regarding the protection and non-disclosure of any proprietary or confidential information to which you may be inadvertently exposed while working within the co-working space and also to the posted WEDCO indemnification agreement. You also accept all other posted legal agreements that cover issues such as Use of Services, Disclaimer of Warranties, Liability Limitations, Non-Disparagement,

Severability and Security. A then current copy of these agreements is available upon written request to WEDCO.

Signature

I understand that I am accepting the above referenced Stourbridge Project co-working rules and policies. With regard to the specific Rules of Conduct I am acknowledging that should I not comply, I may be asked to leave and hereby agree to do so promptly and in an orderly fashion.

Print Name

Signature Date

NOTICE

THE STOURBRIDGE PROJECT RELEASE OF LIABILITY

In consideration of being allowed to participate in "The Stourbridge Project", any related events and activities, and intending to be legally bound all participants;

1. Agree that, prior to participating, they each will inspect the facilities and equipment to be used, and if they believe anything is unsafe, they will immediately advise the staff or supervisors of such conditions and refuse to participate. (If no one is available call 570-253-5334)
2. Acknowledge and fully understand that each participant will be in activities that could involve risk of serious injury including permanent disability and death, and severe social and economic losses which might result not only from their own actions, inactions or negligence of others, violations of the rules and regulations, the condition of the premises or of any equipment used. Further that there may be other risks not known to us or not reasonably foreseeable at this time.
3. Assume all the foregoing risks and accept personal responsibility for the damages following such potential injury, permanent disability, or death.
4. Release, waive, discharge and covenants not to sue "The Stourbridge Project, its affiliated business's, their respective administrators, directors, agents, and other employees of the organization, other participants sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors of premises to conduct the project, all of whom are hereinafter referred to as "releases," from demands, losses or damages on account of injury, including death or damage to property, caused or alleged to be caused in whole or party by negligence of the release or otherwise.

I understand that I am accepting the above referenced Stourbridge Project release of liability, and that by signing below I acknowledge that I have read the above waiver and release, and understand that I have given up substantial rights by participating voluntarily.

Print Name

Signature

Date