



## Coworking Membership Application

*County 10's Mission is to "connect the community by engaging the influencers." To further this mission, we've opened our office space to become a community-driven workspace for "location-independent" professionals. Welcome to atWork by County 10!*

### **Who can be a Member?**

The shared office space utilized for atWork is provided through a partnership with County 10, Brunton Outdoor, IDEA, Inc., and Central Wyoming College.

This partnership supports a "community-driven" coworking model. atWork will thrive when there is a balance of industries, established professionals, entrepreneurs, teams, and individuals - an authentic professional community. Members are encouraged to build partnerships, share knowledge, make referrals and network, taking full advantage of the open and collaborative workspace.

To maintain this balance, atWork has an application and approval process. Please complete this packet, which will be reviewed by a committee representing the partners listed above.

### **Examples of businesses that won't work well here:**

- Retail (except online driven retail)
- Foot traffic driven businesses. Appointments and meetings are expected and encouraged, but "walk-in" heavy businesses won't work well.
- Studios - we have no provision for photography or video studios on-site. However, photographers/videographers whose business is driven by off-site shoots would be perfect for atWork
- Online gambling businesses, businesses promoting indecent material such as pornography, etc.
- Businesses that require continual client privacy and/or continuous private telephonic communication.
- Businesses that use chemicals with noxious fumes, produce excessive noise (mechanical or otherwise) or require industrial equipment.

## **Membership Features**

Below are some, but not all, of the benefits members receive as part of their membership:

### **Day Pass (\$25/day)**

- Access to high-speed WiFi
- Conference Room usage (up to 1 hour, additional at \$10/hour)
- 30 minutes of Podcast Studio usage (as available, additional at \$25/30 minutes)
- Access to the workspace during normal Hours of Operation (8am - 5pm M - F, excluding holidays) and when an atWork Manager is present.
- Access to kitchen, including free coffee, drinks and office snacks
- Free printer/scanner/copier services (additional charges may apply for high usage)

### **“Hangout” Membership (\$200/month/member)**

- All of the above plus...
- Up to 1 hour per week of Podcast Studio usage (as available, additional at \$25/30 minutes)
- Conference Room usage as available (no limits)
- Free admission to atWork events held in the space
- Access to locker room and showers
- Mail and Package Service
- Access to storage in locked storage room
- Membership Card which may earn discounts and perks at local establishments

### **“Homebase” Membership (\$650/month - one price up to 2 Members from the same company)**

- All of the above plus...
- Dedicated office space with 1 desk, 1 chair and storage cabinet
- 24/7 Access with Key Card
- Flexible payment methods

### **Team Pricing**

- atWork has a limited number of suites and spaces suitable for teams of 3+. Pricing is customized based on needs, request a quote.

*Note: The atWork space has locking and non-locking offices. Non-locking offices come with lockable cabinets.*

## **Payment Terms**

- First month’s payment due at sign-up, and pro-rated if necessary.
- Payment is due on or before the 1st of every month thereafter unless 1-month notice of cancellation has been given.
- Automated credit card payment is required for Hangout Members.
- Homebase Members may opt-out of auto payment and pay with cash or check, due on or before the 1st day of each month. A \$10 per day late fee will be assessed beginning on the 6th day of each month.
- 1-month notice is required to end your membership and stop future payments.
- We accept Visa, Mastercard, AmEx, and Discover

## **Primary Contact Information**

Name:

Address:

Phone:

Email:

Company (if applicable):

Company Owner (if applicable and other than self):

Industry:

Website (if applicable):

How did you hear about atWork?:

**Additional Member Information OR Emergency Contact**

*For Teams of more than 2, please use an additional sheet to list info for all Members applying.*

Name:

Phone:

Email:

**Business Information**

*Describe your business:*

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*How long have you been in business?* \_\_\_\_\_

*Do you use any specialized equipment? If yes, please describe.*

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*Please list contact information for 2 Business References:*

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**Choose A Membership Level**

\_\_\_ Day Pass (\$25/day)

\_\_\_ Hangout (\$200/month)

\_\_\_ Homebase (\$650/month)

\_\_\_ Team ( \$ \_\_\_\_\_ /month for \_\_\_ Members)

**Payable Today**

I agree that Kairos Communications, LLC dba atWork may charge my credit card a prorated Membership Fee in order to begin my Membership. My Membership will start on:

The \_\_\_ day of \_\_\_\_\_ 20\_\_.

Amount to be charged: \$ \_\_\_\_\_

**Monthly Payments**

I further agree that Kairos Communications, LLC may charge my credit card \$ \_\_\_\_\_ per month via automated credit card transaction on the first day of each month.

\_\_\_ I am applying for a Homebase/Team Membership and I want to pay by cash/check.

Pro-rated amount paid today: \$ \_\_\_\_\_

Amount due on or before the 1st of the Month: \$ \_\_\_\_\_