



## SUPPORT OFFICE SOLUTIONS

### DROP-IN AGREEMENT: Office Space/Conference Room

This agreement is made on this \_\_\_\_ day of \_\_\_\_\_ 2021 by and between Support Office Solutions LLC and \_\_\_\_\_ (“Client”). In consideration for the mutual promises and covenants contained herein, and for other good and valuable consideration, the parties hereby agree to the following:

1. Support Office Solutions LLC (a coworking space located at 2218 Jackson Blvd, Ste 5, Rapid City, SD 57702) allows the Client use of the Offices and/or Conference Rooms.
2. The Drop-In Agreement is for one (1) day commencing on \_\_\_\_\_ and ending on \_\_\_\_\_. This agreement may be automatically renewed if Client is in good standing with Support Office Solutions LLC and the Client signs in each day.
3. The daily drop-in fee is \$20 and entitles the Client use of any office and/or conference room.
4. The drop-in fee is due on the day of use and should be payable to SUPPORT OFFICE SOLUTIONS LLC.
5. The Client shall use the premises for general office purposes and any other lawful purpose subject at all times to the approval of Support Office Solutions LLC.
6. The Client shall not make any alterations, additions or improvements to the premises.
7. Support Office Solutions LLC will provide the Client a secure workstation to include a desk, ceiling light, wireless Internet access of up to 5MB, chair, and available locker space.
8. Due to fire code, other restrictions, and coworking environment needs, Support Office Solutions LLC reserves the right to limit items brought in by Members.
9. The Client shall comply with all laws, orders, and regulations of federal, state, county and municipal authorities and agrees that it will not conduct any unlawful business upon the premises herein.
10. The Client agrees to indemnify and save Support Office Solutions harmless against any and all claims, damages, costs, and expenses including reasonable attorney’s fees arising out of or in connection with the conduct of the management of the business conducted by the Client on the premises. It is further understood and agreed by and between the parties that Support Office Solutions LLC shall not be liable and the Client waives all claims for damages to persons or property sustained by the Client, agents, servants, invitees, and customers resulting from the condition of the building in which the leased premises are situation resulting from any accident in or about said premises, except for any such claim for damages arising out of Support Office Solutions’ gross negligence or intentional misconduct.
11. Upon default in any term or condition of this agreement, Support Office Solutions LLC shall have the right to undertake any or all other remedies permitted by Law.
12. This Agreement shall be binding upon, and inure to the benefit of, the parties, their heirs, successors, and assigns.

Signed this day \_\_\_\_\_

\_\_\_\_\_  
Print Client Name

\_\_\_\_\_  
Client Contact Number

\_\_\_\_\_  
Sign Client Name

\_\_\_\_\_  
Client Email Address

\_\_\_\_\_  
Name of Business (if applicable)

\_\_\_\_\_  
Client Address

\_\_\_\_\_  
Print Name for Support Office Solutions LLC

\_\_\_\_\_  
Client City, ST, Zip Code

\_\_\_\_\_  
Sign for Support Office Solutions LLC