



SUPPORT OFFICE SOLUTIONS

MEMBERSHIP AGREEMENT: Office Space/Conference Room

This membership is made on this ____ day of _____ 2021 by and between Support Office Solutions LLC and _____ (“Member”). 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 Member use of the Offices and/or Conference Rooms.
- 2. The Membership is for twelve (12) months commencing on _____ and ending on _____. This agreement is automatically renewed if Member is in good standing with Support Office Solutions LLC or the Member expresses that they are ending their membership in writing to andrea@supportofficesolutions.com 30 days in advance.
- 3. The monthly membership fee is \$_____ for the shared office space.
- 4. The membership fee is due in advance on the 1st of each month and should be payable to SUPPORT OFFICE SOLUTIONS LLC.
- 5. The Member 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 Member shall not make any alterations, additions or improvements to the premises.
- 7. Support Office Solutions LLC will provide the member a secure workstation to include a desk, ceiling light, wireless Internet access of up to 5MB, chair, available locker space, use of a conference room, use of a communal printer/copier/fax, paper shredder, free coffee, free tea, free packaged snacks.
- 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 Member 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 Member 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 Member 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 Member waives all claims for damages to persons or property sustained by the Member, agents, servants, invitees, and customers resulting from the condition of the building in which the leased premises are situated 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 Member Name

Print Member Contact Number

Sign Member Name

Print Member Email Address

Name of Business (if applicable)

Print Member Address

Print Name for Support Office Solutions LLC

Print Member City, ST, Zip Code

Sign for Support Office Solutions LLC