

## Registration for use of Lakewood Abbey co-work space

Name \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

Phone \_\_\_\_\_

Driver's License number \_\_\_\_\_

Business engaged in \_\_\_\_\_

Emergency contact \_\_\_\_\_

Phone \_\_\_\_\_

Relationship \_\_\_\_\_

### **I understand that I am expected to abide by the following expectations of users (members) of the co-work space:**

- Sign in and out on the provided sign-in sheet each time when entering or leaving the building.
- Treat other co-work users with courtesy and respect.
- Treat the space with respect.
- Keep current with co-worker membership dues.
- Contribute to and participate in the good of the co-work community; contributions can include cleaning, marketing, hosting events, teaching classes, or other activities that increase the livability of the space and financial viability of the community.
- Use the space for legal purposes only.
- Only allow Guests in the space when the Member is present and to only permit reasonable Guest access and use of the space.
- Alcoholic beverages, illegal drugs and marijuana are not permitted either inside the building or on the grounds of the Lakewood Abbey. No smoking is allowed in the building or on the grounds.
- Abide by all other rules of conduct or use of the space that the Lakewood Abbey may establish formally or informally.
- Access to some areas of the Facility may be restricted during certain hours of the day. Faith shall post signs to give notice of the restrictions when they are in place.

**I understand that circumstances that may result in the Lakewood Abbey immediately terminating my access to the facilities include but are not limited to:**

- Abusive behavior or any behavior inconsistent with the Expectations of Users/Members.
- Behavior that the Lakewood Abbey believes will result in harm to any Member, Guest, or others.
- Giving a key/keycode to anyone else or allowing non-paying customers, other than the Members' Guests, entrance into or use of the space at any time. This is grounds for immediate termination of membership and a lifetime ban from the Lakewood Abbey co-work space for both the Member and the person who was allowed into the space.
- Substantial complaints from other Members or Guests.
- Independent decision of the Lakewood Abbey based on economic or other circumstances.
- The Member agrees that the Lakewood Abbey's management shall have absolute discretion in determining whether a membership should be terminated.

**Inclusivity.** I acknowledges FAITH is an inclusive congregation that conducts its affairs and manages the Lakewood Abbey in keeping with the following Affirmation of Welcome:  
**We welcome all who are seeking God's love and grace. We welcome all because God welcomes all, regardless of race or culture, sexual orientation, gender identity, or relationship status. We welcome all without regard to addictions, physical or mental health, imprisonment, socio-economic circumstances, or anything that too often divides us. Our unity is in Christ.**

I agree to conduct my activities at the Abbey in a manner consistent with FAITH's Affirmation of Welcome.

\_\_\_\_\_

User/member's signature \_\_\_\_\_  
Date

Access approved by \_\_\_\_\_

Start Date \_\_\_\_\_

Key deposit received \_\_\_\_\_

Copy of ID received \_\_\_\_\_

**Lakewood Abbey Co-Work Space**

*Hours and Rates*

June 1, 2017

**Hours:** Daily 9 a.m. to 10 p.m. and as authorized by the Lakewood Abbey Manager or his or her designee.

**Rate:** \$25 per month, due at the beginning of each one-month cycle.

**Key deposit:** All Co-Work space users must place a \$25 key deposit that will be refunded when the key is returned.