

Membership Agreement



1. MEMBERSHIP AND COMMUNITY RULES

- a. This Membership Agreement (hereafter “Agreement” or “Membership Agreement”) is entered into between ShopSpace Inc., located at 1505 Capital Blvd, Suite 17-18, Raleigh, NC 27603 (hereafter “ShopSpace”), and [print full name] _____ (hereafter “Member”).
- b. In exchange for the timely payment of membership fees to ShopSpace and compliance with the rules and conditions contained in this Membership Agreement and the posted **Member Handbook**, the Member shall be entitled to use the facilities that make up ShopSpace, pursuant to the membership category, shop rules and any other conditions set by ShopSpace.
- c. Membership fees shall be assessed on the basis of membership category.
- d. The Member agrees to be fully bound by the terms and conditions set by ShopSpace in this Membership Agreement, its **Member Handbook** and **Safety Handbook**, which may be amended from time to time. ShopSpace shall post and note any updates to the member policies or any other rules or procedures on their website as they may come into effect.
- e. The Member shall comply with all rules and regulations pertaining to accessing and utilizing the ShopSpace property in general.

2. COMPLIANCE AND OBLIGATION

The ShopSpace policies are in place to ensure fair and safe access for all members of ShopSpace. Failure to abide by the policies may result in termination of membership, or in the Member being held responsible for replacement cost and labor cost of damaged ShopSpace property.

- a. To access the shop and use the common facilities, Members must first meet with a ShopSpace staff member to complete the **Safety Orientation Workshop**. Orientations are scheduled on a regular basis and the schedule can be viewed on the website at <https://www.shopspace.org/classes> or by contacting ShopSpace staff. Upon completion of the Safety Orientation, the Member shall sign the acknowledgement of understanding and shall be permitted to use **ONLY** the tools and equipment in the common areas of the ShopSpace facility which do not require additional safety training and specific equipment orientation.
- b. Members shall not use any piece of machinery or equipment unless properly trained in its use. Members shall ask for assistance from the ShopSpace staff if they do not know how to operate a specific piece of machinery or equipment, or have any questions or concerns whatsoever.

- c. The Member understands that classrooms and/or workspaces may be reserved for classes and workshops from time to time. The Member shall comply with restricted availability when necessary.
- d. Only active Members are allowed in the facility. A Member may bring outside guests but only with prior authorization from ShopSpace management, and any outside guests shall be required to sign a Waiver of Liability prior to entering the ShopSpace facility

3. FEES, TERM AND TERMINATION

- a. Membership fees shall be assessed on the basis of membership category. The Member start date shall be the date of first payment.
- b. An initial Initiation fee of \$125 is required to begin a monthly membership. This fee is non-refundable. As long as the membership remains continuous, the joining fee is only paid once.
- c. Monthly memberships are paid in advance monthly, based on the membership start date. Monthly memberships auto-renew every month to the credit card on file.
- d. In the event of a declined credit/debit card, the member's account will be immediately suspended, pending the member updating their payment information and their membership dues are paid in full. Memberships that are suspended for more than 30 days will be canceled.
- e. The Member understands that membership is not a guarantee. Engaging in any rude, embarrassing, unsafe, or unwarranted behavior may result in immediate termination of membership without refund.
- f. Should the Member wish to cancel, they should do so with 30 day's notice, via email to info@shopspace.org. Access to the facility will terminate on the day of cancellation. If, at the time of receipt of the Member's cancellation notice, there is outstanding payment owed to ShopSpace, this payment must be made before a Member may restart their membership. ShopSpace reserves the right to pursue additional means to recover any unpaid balances.

Member Information:		
_____	_____	_____
Last Name	First Name	Email Address
_____	_____	_____
Street Address	City, State, Zip	Phone Number
_____	_____	_____
Member Agreement Signature	_____	
	Date	