

# DASH License® Monthly Use

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## DEFINITIONS

The who, when, what, how long and how much of the deal.

2

## AGREEMENT

The simple statement of what the Guest and Host agree to.

3

## HOUSE RULES

Specific rules added by the Host for the Space and the Building.

4

## LICENSE TERMS

The License itself. Enough to protect the Guest and Host for short term use of an office.

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## DEFINITIONS

AGREEMENT DATE

### GUEST:

FULL NAME

EMAIL

COMPANY

ADDRESS

CITY

STATE

ZIP CODE

### SPACE DETAIL:

NAME

SPACE TYPE:

MAX OCCUPANCY:

SIZE (SQ FT):

### TERM:

START DATE:

END DATE:  
(Optional)

CANCELLATION TERMS

MINIMUM TERM

### HOST & BUILDING:

FULL NAME

EMAIL

COMPANY

ADDRESS

CITY

STATE

ZIP CODE

### FEES, DEPOSIT AND TAXES:

Fees shall mean the Setup Charge due at the beginning of the Term and the Monthly Charge due on the Agreement Date for the first month and monthly thereafter, if applicable.

MONTHLY CHARGE

SETUP CHARGE

DEPOSIT

TAXES

### MARKETPLACE SERVICE:

Licenses with no End Date automatically renew after the Minimum Term.

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## DEFINITIONS

### AGREEMENT DATE

shall mean the date the reservation is booked through the Service;

### CANCELLATION TERMS

shall mean the Flexible Cancellation Terms described in the section entitled "**Cancellation**" below;

### HOST

shall mean the Host and the Host's email and address shall have the values set by the Host in the Host's Profile as of the Agreement Date;

### "GUEST" OR "YOU"

shall mean the Guest and the Guest's email and address shall have the values set by the Guest in the Guest's Profile as of the Agreement Date;

### SPACE

shall be the Space the Guest reserves by booking a reservation through the Service;

### MAXIMUM OCCUPANCY

shall be the value set by the Host in the Profile for the Space as of the Agreement Date;

### BUILDING

shall be the Building in which the Space is located as set by the Host in the Profile for the Space as of the Agreement Date;

### TERM

shall mean the period of time beginning on the Start Date and ending on the later of the End Date, if specified, or the Minimum Term number of months after the Start Date of the reservation specified by the Guest and authorized by the Host;

### FEES

shall mean the "**Setup Charge**" due at the beginning of the Term and the "**Monthly Charge**" and "**Incidentals**" due on the Agreement Date for the first month and monthly thereafter, if applicable as set by the Host in the Profile for the Space as of the Agreement Date;

### DEPOSIT

shall be equal to the Monthly Charge for one month unless otherwise specified in the House Rules by the Host as of the Agreement Date;

### TAXES

shall be the taxes set by the Host and collected by the Marketplace Service on the Host's behalf;

### MARKETPLACE SERVICE

shall mean the LiquidSpace service.

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## DIRECT AGREEMENT FOR SPACE HOSTING (DASH) LICENSE

This DASH (Direct Agreement for Space Hosting) License (this "Agreement") is made as of the Agreement Date between the Host and the Guest for use of the Space located in the Building.

The Host and Guest agree as follows:

### LICENSE

Subject to the terms and conditions of this Agreement, the Host grants Guest a non-transferable license to occupy and use the Space in the Building (the "**License**") during the Term and the Guest accepts such License.

### TERM

The **Term** shall be the period of time that begins on the Start Date and ends on the later of the End Date, if specified, or Minimum Term number of months after the Start Date. If no Minimum Term is specified, the Minimum Term shall be one month.

### HOUSE RULES

During the Term, the Guest agrees to accept the terms, conditions, and policies provided by the Host relating to the use of the Space, including building security procedures, IT access and use procedures, maximum occupancy limitations, specific state law requirements and other terms or procedures provided by the Host (the "**House Rules**") above. The House Rules may be revised and amended by the Host without the prior consent of the Guest; provided that Host shall provide Guest with notice of such revisions and/or amendments. In the event of a conflict between this Agreement and the House Rules, the House Rules shall govern and control.

### PAYMENT

The Guest agrees to pay the Fees, Deposits, and Taxes for use of the Space to the Host or to the Marketplace Service on behalf of the Host.

### DEFINITIONS

Capitalized terms used and not otherwise defined in this Agreement or the Exhibit and Schedules shall have the meanings set forth in the Section entitled "Definitions" below.

### ENTIRE AGREEMENT

This Agreement (including the Exhibits) constitutes the entire agreement between the Host and the Guest regarding the use of the Space and supersedes any prior agreements between the Host and Guest relating to Guest's use of the Space.

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## HOUSE RULES

### House Rules for NuvoDesk Coworking

#### NUVODESK HOUSE RULES

##### 1. GUEST POLICY

If you are expecting someone at NuvoDesk, please be advised that all business associates, guests, visitors, friends, family members and children must be checked in at the front desk kiosk upon their arrival. We have an iPad they can use to check-in and it will text you to confirm that they are registered as a guest.

Guests must be accompanied by members at all times. Guests are not able to be working or unattended in the Shared Desk area, Dedicated Desk Office Space, Private Office Space, Conference Rooms, Video Production Room or Golf Simulator without the member they are guest of at all times.

NuvoDesk Coworking is a professional work environment. For liability reasons, we always ask that all children be accompanied by an adult on property at all times.

For health and safety of all members, guests and employees of NuvoDesk, if a guest is exhibiting symptoms of illness including, but not limited to, coughing, wheezing, and/or a body temperature of 100°+, please do not allow them to access to NuvoDesk.

Do not under any circumstance let anyone whom you do not know in the building. If they are a Member, they should use the Proximity app for access if they have an active membership with us. It is a violation as well as a breach in security to leave the front doors of NuvoDesk propped open for any reason.

The member will take full responsibility for If a Member's Guest becomes intoxicated, NuvoDesk reserves the right to ask that person to leave the premises and call the Arlington Police Department if the need arises. The members will take full responsibility for all of their guests, who do not have a membership with NuvoDesk.

If a guest is going to be at NuvoDesk and joining a Member in a Shared Desk area, Dedicated Desk Office Space, Private Office Space, Conference Rooms, Video Production Room or Golf Simulator for longer than a half day period a Day Pass will be required to be provided for the guest for the duration of their stay.

If a member is caught violating the Guest Policy of NuvoDesk that member will receive a verbal warning for the first violation that will be documented on their account, for a second violation they will receive a written email reminding them of the Guest Policy of NuvoDesk, and a third violation will result in their membership being revoked. For any member that is attached to a corporate membership will have any violations communicated to the main account holder.

##### 1. COMMON AREA KITCHEN & FOOD RULES

We want to work together to keep our Common Area Kitchen as clean as possible at all times. We provide a dish brush, strainers, dish soap and disinfecting wipes to help do

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## HOUSE RULES

your part to keep our common areas tidy for all of our NuvoDesk coworkers.

All plates, bowls, coffee mugs, cups, wine glasses, silverware and cooking utensils must be rinsed and clean, prior to placing them in the Common Area Kitchen dishwashers after use. Use the dishwashers that are marked "DIRTY" for rinsed dishware, silverware and cooking ware. Do not open any dishwashers that are marked as "RUNNING" to not stop the dish cleaning cycle.

There is no garbage disposal in the Common Area Kitchen sink. Please scrape all excess food into trash cans located in the Common Area Kitchen before loading dirty dishes into the dishwasher marked "DIRTY".

Please be respectful of your fellow coworkers at NuvoDesk, only eat the food that is your own, for any food that you are eating with a strong odor please consume your food in another area other than the Common Kitchen & Dining Area.

All members and guests are welcome to use plates, bowls, coffee mugs, cups, wine glasses, silverware and cooking utensils from the NuvoDesk Common Kitchen Area.

Plates and bowls are on the island in front of the fridge. Coffee mugs, cups and wine glasses are located on the shelves about the sink. Silverware is located beneath the microwave and toaster oven. Cooking utensils can be found in the drawer beneath the Keurig and coffee urn.

We have an ice machine available for all members and guests to use. You can find it located below microwaves in the Common Kitchen & Dining Area. After using the scoop for ice please do not place the ice scoop in ice, replace it back in the holder on the wall directly next to the ice machine.

The refrigerators will be cleaned and emptied each Friday. Please remove any items that belong to you, any food that has been left in a food storage container and/or lunch bag will be emptied and placed in the Common Kitchen & Dining Area Lost & Found.

Any items that have developed any form of mold in them will be disposed of immediately, regardless of the day of the week to maintain a safe, clean environment for all guests and members at all times.

### 1. COMPLIMENTARY BEVERAGES & FOOD POLICY

NuvoDesk provides freshly made coffee, tea and lemonade to all members and guests Monday through Friday from 8:00am to 5:00pm. We also provide complimentary wine and beer to all guests and members over the age of 21, Monday through Friday from 12:00pm to 5:00pm. All members and guests are welcome to have some fruit that is in our silver fruit basket, in front our Common Kitchen Area fridges.

After and during normal business hours and on the weekend all members and guests are welcome to use the Keurig to make tea or coffee. We also have tea bags available to make freshly brewed tea using Hot Water from the Curtis machine, located to the left of the Keurig machine.

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## HOUSE RULES

For members and guests who would like filtered water, we offer a Kangen machine located on the left side of the sink.

All members and guests are welcome to use plates, bowls, coffee mugs, cups, wine glasses, silverware and cooking utensils from the NuvoDesk Common Kitchen Area.

We provide a dish brush, strainers, dish soap and disinfecting wipes to help do your part to keep our common areas tidy for all of our NuvoDesk coworkers. All coffee mugs, cups, and wine glasses must be rinsed and clean, prior to placing them in the community dishwashers after use. Use the dishwashers that are marked "DIRTY" for rinsed dishware. Do not open any dishwashers that are marked as "RUNNING" to not stop the dish cleaning cycle.

Plates and bowls are on the island in front of the fridge. Coffee mugs, cups and wine glasses are located on the shelves about the sink. Silverware is located beneath the microwave and toaster oven. Cooking utensils can be found in the drawer beneath the Keurig and coffee urn.

### 1. COWORKING CLEANLINESS RULES

If you accidentally have a spill on the floor or carpet, notify staff immediately. If it's after hours or the weekend please do your best to clean it up, and send our NuvoDesk staff an email to [office@nuvodesk.com](mailto:office@nuvodesk.com).

Private Offices have the option of adding Light Janitorial Services onto their membership, for an additional fee. Our Light Janitorial Services include dusting of desk spaces, cleaning of the interior glass walls in the office space, vacuuming and removal of trash in the trash can. The fees will vary based upon the size of the office, please see the Front Desk for more details.

All Private Offices may take their trash to the East and West Side stairwell trash cans. For our private offices we also have our cleaning crew coming around once a day, Monday through Friday, to offer to take your trash to the stairwell trash cans if you are in your office at the time. The trash cans in the stairwells and NuvoDesk Common Areas are taken out daily, Monday through Friday. Please be mindful and ensure all food related trash items go to the Common Area Kitchen trash cans over the weekend, to reduce the chance of pests.

We ask that Members take large trash items (i.e. boxes) to the dumpster, all boxes must be broken down prior to being placed in the dumpster. The dumpsters are located in the back of the building, to access please open the gate doors to enter the enclosed area to get to the dumpster.

We can provide a vacuum available for our private offices to use. Please check in with the Front Desk at NuvoDesk to see what vacuums are available.

We provide a dish brush, strainers, dish soap and disinfecting wipes to help do your part to keep our common areas tidy for all of our NuvoDesk coworkers. All coffee mugs, cups, and wine glasses must be rinsed and clean, prior to placing them in the community

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## HOUSE RULES

dishwashers after use. Use the dishwashers that are marked "DIRTY" for rinsed dishware. Do not open any dishwashers that are marked as "RUNNING" to not stop the dish cleaning cycle.

Plates and bowls are on the island in front of the fridge. Coffee mugs, cups and wine glasses are located on the shelves about the sink. Silverware is located beneath the microwave and toaster oven. Cooking utensils can be found in the drawer beneath the Keurig and coffee urn.

### 1. PRINTING, COPYING & SCANNING SERVICES POLICY

Printing Services are provided at an additional fee for guests and members. Printing Services include copying, printing and scanning.

Members have the option of adding printing onto their monthly fees. All printing fees will currently be a retroactive charge for the previous month. Upon cancellation every member is still responsible for any remaining printing charge they have accumulated.

All printing charges will be charged to the main account holder on file, each member that is added onto their account is able to print. Printing charges will be emailed to the main account holder for their reference, in addition to having the charges be added to their account.

For all members who choose to print or scan the following fees will be applied, based upon the account's printer activity.

#### Black & White Copy or Print

- Letter 8 1/2" x 11" - \$0.10 / page printed
- Legal 8 1/2" x 14" - \$0.15 / page printed
- Ledger 11" x 17" - \$0.20 / page printed

#### Color Copy or Print

- Letter 8 1/2" x 11" - \$0.20 / page printed
- Legal 8 1/2" x 14" - \$0.25 / page printed
- Ledger 11" x 17" - \$0.30 / page printed

All Scans \$0.05 / page scanned (Guests Only)

To setup printing please see the front desk to get your printer directions. For any questions outside of business hours please send our NuvoDesk staff an email to the contact information located at the front desk.

All technical issues will be addressed during normal business hours. Please send an email with a description of the issue you are experiencing to [office@nuvodesk.com](mailto:office@nuvodesk.com), and we will have our IT Team resolve it the following business day.



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## HOUSE RULES

### 1. WELLNESS ROOM RULES

This is a space meant for the quiet recharging and privacy for only one individual only at a time. For our members who are working hard to build their business they can use the wellness room for a power nap, a private place to meditate or simply collect their thoughts. This is also a room for nursing mothers who need the privacy to pump and provide for their newest addition to their family.

There is only one person allowed in the wellness room at all times. If at any time the Wellness Room is occupied by two or more persons, this is a direct violation of your membership agreement and could lead to revocation of your membership.

Please limit your time in the wellness room to 1-hour maximum at a time, out of respect for your fellow coworkers. During your time in the Wellness Room please close and lock the door with the "Do Not Disturb" sign on it. When you exit the wellness room please leave it in the state that you found it, do not forget to prop it open with the doorstop so that Members know it is vacant.

If a member is caught violating the Wellness Room Policy of NuvoDesk that member will receive a verbal warning for the first violation that will be documented on their account, for a second violation they will receive a written email reminding them of the Wellness Room Policy of NuvoDesk, and a third violation will result in their membership being revoked. For any member that is attached to a corporate membership will have any violations communicated to the main account holder.

### 1. CONFERENCE ROOMS POLICY

Conference Rooms are available for the use of any of our members to use, whether they are utilizing conference room time that is a part of their membership or they are paying for their time for the conference room time under their membership.

Memberships are non-transferable between persons or parties. The member is responsible for all conference room time booked under their membership. During conference time booked under their membership the member is required to be present at all times and will be responsible for any damage, or destruction, theft, or loss of any property from the conference room booked under their membership.

The fees for any missing, damaged, lost or stolen Conference Room Items are listed below :

- \$2,000 Exterior Room Control Panel
- \$1,500 Conference Room Camera
- \$1,500 Interior Room Control Panel
- \$800 Conference Room Phone
- \$300 ClickShare Dongle

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## HOUSE RULES

- \$80 Keyboard
- \$50 Camera Remote
- \$50 TV Remote
- \$30 Mouse
- \$20 USB to USB Cord
- \$20 USB C to USB Adapter Dongle

In order to book a Conference Room you can do so through the member portal on a browser at [members.nuvodesk.com](https://members.nuvodesk.com) or via the Proximity app on your phone. Once you book a Conference Room, the key for your Conference Room booked will pop up on your Proximity app under "My Keys". Simply tap on the key for your corresponding Conference Room and it will open the door. The key will not appear until the time you booked the Conference Room for. Please plan your conference time accordingly to give yourself time to prepare for your meeting.

Please be mindful of any food and drink that you bring into the conference room, we request no hot foods to reduce any possibility of damage to the conference rooms. Once you are finished eating please dispose of all remaining food and trash in the Common Area Kitchen trash cans. Please do not leave any items behind including dishes or personal belongings. Failure to do so will result in a cleaning fee of \$50.

Be respectful to fellow coworkers and cancel any conference room reservations if you no longer have need of the space, please cancel your reservation to allow your other coworkers to reserve the space.

If a member is caught violating the Conference Room Policy of NuvoDesk that member will receive a verbal warning for the first violation that will be documented on their account, for a second violation they will receive a written email reminding them of the Conference Room Policy of NuvoDesk, and a third violation will result in their membership being revoked. For any member that is attached to a corporate membership will have any violations communicated to the main account holder.

### 1. GOLF SIMULATOR POLICY

The Golf Simulator is only available during regular business hours Monday through Friday from 8:00am to 5:00pm. We do this to ensure support as needed for any trouble shooting and guidance on setting up the Trackman system for play.

There is absolutely no food allowed in the Golf Simulator room at any time, for any reason. All food needs to remain outside of the Golf Simulator Room.

Members and guests are able to bring drinks into the Golf Simulator room, taking special care to not to cause any damage or destruction to any property or to any portion of the Golf Simulator room.

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## HOUSE RULES

At the end of your time in the Golf Simulator room please remove any and all coffee mugs, cups, and wine glasses. All coffee mugs, cups, and wine glasses must be rinsed and clean, prior to placing them in the Common Area Kitchen dishwashers after use. Use the dishwashers that are marked "DIRTY" for rinsed dishware, silverware and cooking ware. Do not open any dishwashers that are marked as "RUNNING" to not stop the dish cleaning cycle. Failure to do so will result in a cleaning fee of \$50.

Please refer to NuvoDesk Staff for troubleshooting problems with the golf simulator. Do not try to repair any settings on the Trackman. Pick up all tees, ball, and golf clubs after using this area. Leaving this space a mess could result in a Member losing privileges.

During time booked in the Golf Simulator room under their membership the member is required to be present at all times and will be responsible for any damage, or destruction, theft, or loss of any property to the Golf Simulator room booked under their membership.

If a member is caught violating the Golf Simulator Policy of NuvoDesk that member will receive a verbal warning for the first violation that will be documented on their account, for a second violation they will receive a written email reminding them of the Golf Simulator Policy of NuvoDesk, and a third violation will result in their membership being revoked. For any member that is attached to a corporate membership will have any violations communicated to the main account holder.

### 1. WI-FI POLICY

Upon sign-up members will be provided with the information for the NuvoDesk Tenant Wi-fi, this is only for the use of current members of NuvoDesk.

If a member brings a guest or visitor and wishes to give them access to the Wi-fi, the NuvoDesk Guest Wi-fi can be found at the NuvoDesk Front Desk. For any questions, comments and concerns please address it to the NuvoDesk team either during business hours or to [office@nuvodesk.com](mailto:office@nuvodesk.com).

Guests are not allowed to have access to the NuvoDesk Tenant Wi-fi, members are responsible for ensuring that their guests only have access to the NuvoDesk Guest Wi-fi.

The Wi-Fi password for our Guest and Tenant network will be updated quarterly.

If a member is caught violating the Wi-fi Policy of NuvoDesk that member will receive a verbal warning for the first violation that will be documented on their account, for a second violation they will receive a written email reminding them of the Wi-fi Policy of NuvoDesk, and a third violation will result in their membership being revoked. For any member that is attached to a corporate membership will have any violations communicated to the main account holder.

### 1. NUVOMARKET POLICY

We provide an honest market for our members and guests to enjoy with normal business hours of Monday through Friday from 8:00am to 5:00pm. Our Square point of sale system only accepts Apple Pay, Google Pay, Credit Cards or Debit Cards, no cash is able to be accepted for purchases.

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## HOUSE RULES

**We have respect for all of our members and our guests, and expect all of our members and guests to purchase their items upon taking them from our market. We regularly take inventory to ensure we have a good stock of items for our members and guests to enjoy. If we find that a member or guest has taken any items from our NuvoMarket we will follow the steps below to maintain the integrity of our honest market.**

**Please keep in mind you are on camera with our NuvoMarket so please smile at it!**

**If a member is caught violating the NuvoMarket Place Policy of NuvoDesk that member will receive a verbal warning for the first violation that will be documented on their account, for a second violation they will receive a written email reminding them of the NuvoMarket Place Policy of NuvoDesk, and a third violation will result in their membership being revoked. For any member that is attached to a corporate membership will have any violations communicated to the main account holder. If a member or guest refuses to complete the purchase of any items within 24 hours of the incident their membership will be revoked.**

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## License Terms



### COMPLIANCE

You agree to abide by and cause your employees, agents, guests, invitees, contractors and subcontractors ("**Invitees**") to abide by this Agreement and any applicable House Rules.



### POSSESSION AND DELIVERY

The Space is accepted by the Guest in its "as-is" "where-is" condition and configuration. If, for any reason, the Host is unable to provide use of the Space at the anticipated Start Date, you agree that the Term shall be automatically postponed until possession becomes available. Host's failure to deliver possession of the Space shall not subject the Host to any liability for loss or damage, nor shall it affect the validity of the License. If the Host does not deliver possession of the Space within one week after the anticipated Start Date, the Guest shall have the right to cancel the License with no penalty and be entitled to a full refund of amounts paid.



### WORKSPACE USE AND ACCESS

You agree to use the Space provided to you for general office purposes only and you may not use the Space to carry out any illegal activities or use the Space (A) in violation of law or the House Rules, or (B) for any immoral, unlawful, or objectionable purposes. Further, you shall not use or permit the usage of any illegal drug or substance in the Space or in the Building and shall not make or permit any unreasonable or unnecessary noises or odors in or

upon the Space or the Building. You shall not commit, or suffer to be committed, any waste upon the Space or any nuisance (public or private) or other act or thing of any kind or nature whatsoever that may disturb the quiet enjoyment or cause unreasonable annoyance of any other occupants in the Building.

You agree not to exceed the Maximum Occupancy of the Space.

You shall not make alterations, additions or improvements to the Space, including the installation of lighting or any phone or data lines.

You shall not generate, store, install, dispose of or otherwise handle any hazardous materials in the Space, or in or around the Building, in any manner contrary to any applicable law. You shall be liable for the costs of any removal, clean-up and/or remediation of any hazardous materials released by you or your Invitees.

You agree that the Host has the right upon 30 days' written notice, to require that you relocate to another Space in the same Building of equal or larger size and similar configuration for the remainder of the Term, provided that the Fees for such new workspace are no greater than the Fees for your current Space.

The Host or its authorized representatives may enter the Space at any time and such access rights shall not give rise to any decrease or abatement of Fees or Taxes. Unless there is an emergency, the Host will, as a matter of courtesy, try to inform you in advance when the Host needs access to the Space to carry out testing, repair or work other than routine inspection, cleaning and maintenance. Repair work shall be done solely at the discretion of Host and the failure of Host, for any reason, to furnish any maintenance or repairs shall not render Host liable to you, constitute a constructive eviction, or give rise to a refund or abatement of Fees.

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## License Terms

You shall not cause or permit any lien to be placed on the Space, the Building or the land underlying the Building. Any such lien shall be discharged by you within 10 days of you becoming aware of such lien.



### GOOD CARE

You must take good care of and not damage, waste or make any changes to the Space or space leased or owned by the Host of which the Space is a part (the “**Host Area**”), or the Building. You shall not alter, add, replace, remove or damage any furnishings, equipment or other personal property located in, on or around the Space, the Shared Facilities, the Host Area or the Common Areas which is not owned by you or your Invitees (“**Host Personal Property**”). At the expiration or earlier termination of this Agreement, you must deliver the space and all Host Personal Property to the Host in good condition, normal wear and tear excepted. If any damage (beyond normal wear and tear) to the Space or the Host Personal Property should occur while in your care, custody or control, you agree to pay reasonable repair/replacement costs and to notify the Host immediately upon discovery of such damage occurring, but no later than 8 hours later. You are liable for any damage caused by you or your Invitees to the Space, the Shared Facilities, the Common Areas, the Host Personal Property or the Building. **YOU DISCLAIM AND WAIVE ALL WARRANTIES WITH RESPECT TO THE HOST PERSONAL PROPERTY, BOTH EXPRESS AND IMPLIED, INCLUDING BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**



### COMMON AREAS

If available at the Building, you may also have access to and non-exclusive use of any portions of the Building designated for common use of tenants and others (“**Common Areas**”), as, and to the extent, described in the House Rules. The Common Areas may be changed, relocated, altered, eliminated or otherwise modified at any time during the Term without the consent of, or notice to, Guest. Unless otherwise set forth in the House Rules, the right to parking is not provided under this Agreement.



### SHARED FACILITIES

If available at the Building, you may also have access to and non-exclusive use of any shared conference rooms, office equipment, and kitchenettes (the “**Shared Facilities**”) located near the Space on a first-come, first-served basis as, and to the extent, described in the House Rules. The Host may make changes to the Shared Facilities from time to time during the Term including, without limitation, removal of all or portions of the Shared Facilities without your consent or notice to you.



### KEYS AND SECURITY

Any keys or entry cards for the Space or the Building, which the Host lets you use, remain the Host’s property at all times. You shall not make any copies of them or allow anyone else to use them without the Host’s consent. Any loss of keys or

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## License Terms

entry cards must be reported to the Host immediately, and you must pay the cost of replacement keys or cards and or changing locks, if required by the Host.

You shall not place any additional locks or bolts of any kind upon any of the doors or windows of the Space or Building nor make any changes to existing locks or the mechanisms thereof.



### NAME AND ADDRESS

You may only conduct business in your name. You shall not put up any signs on the doors to the Space or Building or anywhere else, which are visible from outside the Space you are using, or the Building.



### MAIL AND PACKAGES

Mail and packages may not be delivered to you at the Space or Building unless permitted by the House Rules. The postal services may be subject to additional federal, state, and local requirements.



### CONDUCT

You acknowledge that the Host is and will continue to be an equal opportunity employer and that the Host prohibits any form of discrimination in employment, against any of its employees (whether by its employees, its clients, including you, or others), including, on the basis of race, color, creed,

religion, age, gender, marital status, sexual orientation, national origin, or disability, or other characteristics protected by law. In recognition of this policy, you and your officers, directors, employees, shareholders, partners, agents, representatives, contractors, customers, or invitees shall be prohibited from participating in any type of harassing or abusive behavior to employees of the Host or its affiliates, other clients or invitees, verbal or physical in the Building for any reason. You further agree, upon the request of the Host, to cooperate with the Host in its efforts to enforce and maintain its equal employment opportunity, non-discrimination and anti-harassment policies. The Host may immediately terminate this Agreement without cost or penalty if Guest or any of Guest's Invitees engage in any behavior that the Host deems is contrary to such policies.



### CONFIDENTIALITY

Both Host and Guest agree that during the Term and thereafter, the recipient of any non-public information of the other party that is designated as confidential or proprietary, that the receiving party knew or reasonably should have known was confidential or proprietary, or that derives independent value from not being generally known to the public ("Confidential Information"), will not at any time be disclosed to any person by such recipient or used for such recipient's own benefit or the benefit of anyone else without the prior express written consent of a corporate officer of the party that owns such Confidential Information. The parties agree that if there is a breach of this obligation by either party, the other shall have the right to request any remedy in law and/or equity including, but not limited to, appropriate injunctive relief or specific performance, as may be granted by a court of competent jurisdiction. Notwithstanding the foregoing, Guest accepts all risk to its intellectual property interests used in the Space, neither Host nor its applicable landlord shall have

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## License Terms

any liability arising from, your disclosure (whether intentional or not) of any of your Confidential Information to any third parties present in or around the Space or the Shared Facilities.



### NON-SOLICITATION

Neither Host nor Guest nor their respective employees and agents shall knowingly solicit, recruit, hire or otherwise employ or retain the employees of the other during the Term and for 90 days following its termination or expiration without the prior written consent of the other party.

Either party may solicit or recruit generally in the media. Either party may hire, without prior written consent, the other party's employee who answers any advertisement or who voluntarily applies for hire without having been personally solicited or recruited by the hiring party.



### DAMAGES AND INSURANCE

You are responsible for any damage you cause to the Space or any Host Personal Property beyond normal wear and tear. The Host has the right to inspect the condition of the Space from time to time and make any necessary repairs. You are responsible for arranging insurance for your personal property against all risks and for your liability to and for your employees and Invitees. You have the risk of damage, loss, theft or misappropriation with respect to any of your personal property and liability to and for your employees and Invitees. You agree, as a material part of the consideration to be rendered to the Host under this Agreement, to waive any right of recovery against the Host, its directors, officers, employees and its applicable landlord for any damage, loss, theft or misappropriation of your property under your control and any

liability to and for your employees and Invitees, including for injuries to you or your Invitees in or about the Space, and you agree to hold the Host exempt and harmless and defend the Host and its landlord, if applicable, from and against any damage and injury to any such person or to such property, to the extent arising from your use of the Space or from your failure to keep the premises in good condition and repair as provided in this Agreement. All property in your Space is understood to be under your control.



### PAYMENT

During the Term, you shall pay the Fees, Deposit, and Taxes to the Marketplace Service on behalf of the Host.

Upon the Agreement Date, the following are due and payable by the Guest (the "**Initial Payment**"):

- the Monthly Charge for the first full calendar month of the Term or a pro-rated portion of the Monthly Charge for the first partial month of the Term (if you start your Term after the first calendar day of the month),
- the Setup Fee,
- the Deposit,
- any applicable Taxes.

For each following month of the Term, the Monthly Charge and any applicable Taxes are due and payable on the first day of the calendar month. If the Term ends before the last calendar day of the month, the pro-rated portions of the Monthly Charge and any applicable taxes for the final partial month of the Term are due and payable.



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If applicable, the Host may also include additional 'one time' fees (the **"Incidentals"**) for services provided to Guest not included in the Monthly Charge. These services may include but not limited to meeting rooms, photocopying, faxing, catering, etc. The Incidentals will be collected in arrears on the first of every month and paid by Guest via the Marketplace Service.

If any payment due to Host is not received within 5 days of the due date, the Host may, at the Host's discretion, charge a late fee of 5% of the overdue amount or the Host may terminate this Agreement without cost or penalty to Host. All remaining Fees and Taxes for the remainder of the Term are immediately due and payable by the Guest.



### CANCELLATION

All Fees and Taxes paid by Guests are non-refundable, except as expressly stated in this Agreement.

The Host may cancel this agreement without cause on at least sixty (60) days notice prior to End Date.

The Host may cancel this Agreement on at least sixty (60) days' notice if a contract has been entered into for the sale of the Building.

The Host shall not cancel this Agreement except as provided in this Agreement.

#### Flexible Cancellation Terms

You may cancel this Agreement within one day of the Agreement Date or at least 30 days before the Start Date and receive a full refund of the Initial Payment.

If you choose to cancel after the Agreement Date plus one day, but less than 30 days before the Start Date, 50% of the Fees and Taxes will be refunded, but you are no longer obligated to pay the remaining Fees and Taxes for the Minimum Term. The Deposit will be fully refunded, if you cancel before the Start Date.

After the Start Date, if you cancel the License before the Minimum Term, (a) no refund is available for the then-current calendar month and the next full calendar month and (b) 50% of the remaining unpaid Fees and taxes for the Minimum Term are immediately due and payable unless a default has occurred and is continuing, in which case, 100% of all remaining Fees and Taxes for the remainder of the Term are immediately due and payable by the Guest.



### DEPOSIT

The Deposit will be held by Marketplace Services during the Term as security for the performance by you of all of your obligations under this Agreement. Marketplace Services may apply any portion of the Deposit to amounts owed to the Host for (A) any damage to the Host Personal Property, the Space, the Host Area, the Shared Facilities, or the Building, (B) any overdue Fees or Taxes and/or (C) amounts Host may incur for any losses or costs arising out of your default under this Agreement (including any damage or deficiency arising in connection with the relicensing of the Space), in each case solely at the discretion of the Host. If, upon the expiration or earlier termination of this Agreement, you have fully complied with all terms of this Agreement and the House Rules, remitted all amounts due and payable, and surrendered the Space and all keys, access cards, building passes and all other property provided to you by the Host (including the Host Personal Property), the Deposit shall be returned to you within 60 days after the expiration or earlier termination of the Term, less any

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## License Terms

amounts applied as described above. Marketplace Services shall not be required to maintain the Deposit in a separate account. No interest will be paid on the Deposit except as may be required by law. If any portion of the Deposit is so used or applied by Marketplace Services during the Term, then within 5 days after Host or Marketplace Services gives written notice to you, you shall deposit with Marketplace Services cash in an amount sufficient to restore the Deposit to the original amount. Failure to do so will constitute a default under this Agreement.



### RENEWAL

If an End Date is specified, the License will terminate on the End Date with no automatic renewal.

If no End Date is specified, Licenses shall automatically renew after the Minimum Term for additional one-month periods unless you give the Host or the Marketplace Service at least 30 days' notice prior to the end of then current Term.

If the Host opts to to change the Monthly Charge upon renewal, the Host will provide at least 60 days notice. There will be no additional Setup Fee for Licenses that renew.

If the Host opts to renew the License, the Host will provide at least 60 days notice.



### DEFAULT

You shall be considered in default of this License if (A) you fail to pay when due all or any portion of the Fees or Taxes, if the failure continues for 5 days after notice to you, which notice

shall be in satisfaction of and not in addition to any notice required by law (B) you fail to comply with any term of this Agreement, if the failure is not cured within 10 days after notice to you, or (C) you attempt to sublicense, assign or otherwise transfer any interest in this Agreement without Host's prior written consent. Upon any default, the Host shall have the right without notice to terminate this Agreement, in which case you shall immediately surrender the Space and the Host Personal Property to the Host. If you fail to surrender the Space and/or the Host Personal Property, the Host may, in compliance with applicable law and without prejudice to any other right or remedy, enter upon and take possession of the Space and the Host Personal Property and you shall be liable for all past due Fees and Taxes, all Fees and Taxes due for the remainder of the Term, all costs incurred by Host to retake possession of the Space and Host's Personal Property, and other losses and damages which Host may suffer as a result of Guest's default. In addition to the right to terminate this Agreement and collect damages, Host shall have the right to pursue any other remedy now or hereafter available at law or in equity.



### INDEMNITY

Except to the extent caused by the negligence or willful misconduct of the indemnified party or such party's officers, directors, employees, representatives, contractors and agents, you agree to indemnify, defend and hold the Host, its landlord, if applicable, and any mortgagee harmless from and against any loss, liability, claim, demand, damages, costs and expenses, including reasonable attorneys' fees, arising out of or in connection with your and your Invitees' use of a Space, Common Areas or Shared Facilities, or any violation of applicable law, this Agreement or House Rules. Nothing contained in this Agreement shall be construed to create privity of estate or of contract between you and Host's landlord, if applicable.

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### DISCLAIMER

EXCEPT AS PROVIDED HEREIN AND IN ANY HOUSE RULES, THE HOST IS PROVIDING ITS SPACE TO THE GUEST "AS IS," AND HOST DISCLAIMS ANY AND ALL OTHER REPRESENTATIONS AND WARRANTIES WITH RESPECT TO THE SPACE, WHETHER EXPRESS OR IMPLIED, INCLUDING IMPLIED WARRANTIES OF TITLE, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT. HOST CANNOT AND DOES NOT GUARANTEE AND DOES NOT PROMISE TO GUEST, ANY SPECIFIC RESULTS FROM USE OF THE SPACE. HOST DOES NOT REPRESENT OR WARRANT THAT THE SPACE WILL MEET YOUR REQUIREMENTS; THAT THE SPACE MEETS APPLICABLE LEGAL STANDARDS OR IS SAFE AND SUITABLE FOR YOUR INTENDED USE.



### LIABILITY

IN NO EVENT WILL HOST OR ITS LANDLORD OR THEIR RESPECTIVE DIRECTORS, EMPLOYEES, AGENTS, AFFILIATES OR SUPPLIERS BE LIABLE TO GUEST, OR ANY PARTY CLAIMING THROUGH GUEST FOR ANY INDIRECT, CONSEQUENTIAL, EXEMPLARY, INCIDENTAL, SPECIAL OR PUNITIVE DAMAGES, INCLUDING FOR ANY LOST PROFITS, LOST DATA, PERSONAL INJURY OR PROPERTY DAMAGE, OF ANY NATURE WHATSOEVER, ARISING FROM THE GUEST'S USE OF THE SPACE, ANY CONTENT OR OTHER MATERIALS ON, ACCESSED THROUGH OR DOWNLOADED FROM THE MARKETPLACE SERVICE, OR GUEST'S USE OF THE SPACE, EVEN IF THE HOST IS AWARE OR HAS BEEN

ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED HEREIN, AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, HOST'S LIABILITY TO GUEST OR ANY PARTY CLAIMING THROUGH GUEST, FOR ANY CAUSE WHATSOEVER, AND REGARDLESS OF THE FORM OF THE ACTION, IS LIMITED TO THE AMOUNT PAID FOR THE SPACE, IN THE 12 MONTHS PRIOR TO THE INITIAL ACTION GIVING RISE TO LIABILITY. THIS IS AN AGGREGATE LIMIT. THE EXISTENCE OF MORE THAN ONE CLAIM HEREUNDER WILL NOT INCREASE THIS LIMIT.

YOU UNDERSTAND AND AGREE THAT MARKETPLACE SERVICE IS NOT A PARTY TO ANY AGREEMENTS ENTERED INTO BETWEEN GUEST AND HOST, NOR IS MARKETPLACE SERVICE A REAL ESTATE BROKER, AGENT OR INSURER IN CONNECTION WITH THIS AGREEMENT. THE PARTIES SHALL INDEMNIFY, DEFEND AND HOLD HARMLESS MARKETPLACE SERVICE FROM AND AGAINST ANY LOSS, LIABILITY, CLAIM, DEMAND, DAMAGES, COSTS AND EXPENSES, INCLUDING REASONABLE ATTORNEYS' FEES, ARISING OUT OF OR IN CONNECTION WITH ANY USE OF THE SPACE, OR ANY VIOLATION OF APPLICABLE LAW, THIS AGREEMENT OR HOUSE RULES.



### SUSPENSION OF SERVICES

The Host may by notice suspend the provision of services (including access to the Space) for reasons of political unrest, strikes, terrorism, Acts of God or other events beyond the Host's or the Host's landlord's reasonable control.

This Agreement shall automatically terminate if the Space is rendered unusable as a result of a fire, other casualty or a condemnation. As between Host

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## License Terms

and Guest, all proceeds of any condemnation award shall belong to Host and all insurance proceeds of Host shall be retained by and belong to Host. The Host may also suspend the provision of services (including access to the Space) in the event the Space or the Building is being renovated or repaired, in which event you will be relocated to another space within the building, or if necessary, to another building, all at the Host's reasonable cost.



### SUBLICENSING

You may not sublicense, assign, transfer any interest in this Agreement or allow any third party to use any portion of the Space, the Shared Facilities or the Common Areas without Host's prior consent. Any such sublicense shall be on the same form as this Agreement and shall be consummated through the Marketplace Service.



### NO LEASE

**YOU ACKNOWLEDGE THAT THIS AGREEMENT IS NOT A LEASE OR ANY OTHER INTEREST IN REAL PROPERTY. IT IS A CONTRACTUAL ARRANGEMENT THAT CREATES A REVOCABLE LICENSE.** The parties do not intend to create a lease or any other interest in real property for the benefit of Guest through this Agreement. The Host retains legal possession and control of the Space assigned to Guest. The Host's obligation to provide space and services to Guest is subject, in all respects, to the terms of the Host's lease

with the Host's landlord, if applicable. This Agreement and the License granted hereunder shall terminate simultaneously with the termination of the Host's master lease or the termination of the operation of the Host Area for any reason at no cost or penalty to Host. You do not have any rights under the Host's lease with its landlord, if applicable. When this Agreement expires or is earlier terminated, your License to occupy the Space shall automatically be revoked. You agree to remove your personal property and leave the Space as of the date of such expiration or termination. The Host is not responsible for your personal property left in the Space after expiration or termination. If you fail to remove your personal property, at the Host's option, such personal property shall (A) be deemed conveyed to the Host and shall become the property of the Host, or (B) be removed from the Space by the Host at the Guest's expense.



### NO BROKER

Unless documented in the House Rules, you represent that you have dealt with no broker in connection with this Agreement. You agree to indemnify, defend and hold the Host harmless from any claims of any brokers claiming to have represented you in connection with this Agreement.



### SUBORDINATION

This Agreement and any applicable House Rules are subordinate to any underlying lease, mortgage, deed of trust, ground lease or other lien now or subsequently

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## License Terms

arising upon the Space or the Building and to renewals, modifications, refinancings and extensions thereof including the Host's lease with the Host's landlord and to any other agreements to which the Host's lease is subordinate.



### HOLDING OVER

For each and every month or portion thereof that you continue to use or occupy the Space after the expiration or earlier termination of this Agreement, you shall pay Host an amount equal to the greater of (A) \$2,500 and (B) two times the Monthly Charge. Your payment of such amounts shall not be construed to extend the Term or prevent Host from immediate recovery of possession of the Space by summary proceedings or otherwise. This Section shall survive the expiration or sooner termination of this Agreement. The acceptance of any Fees after the expiration or earlier termination of this Agreement shall not preclude Host from commencing and prosecuting a holdover or summary eviction proceeding. Host and Guest hereby further agree that any statutory right to hold over beyond the expiration date or sooner termination of this Agreement is hereby waived to the fullest extent permitted by law.



### MISCELLANEOUS

All demands, approvals, consents and notices shall be sent by certified mail or electronic mail at the address specified for each party under the Section entitled "Definitions". This Agreement shall be interpreted and enforced in accordance with the laws of the state or commonwealth in which the Building is located. If either party institutes a suit against the other for violation of or to enforce this Agreement, the prevailing party shall be entitled to all of its costs and expenses, including, without limitation, reasonable attorneys' fees. Host and Guest hereby waive any right to trial by jury in any proceeding based upon a breach of this Agreement to the fullest extent permitted by applicable law. This Agreement may not be modified, amended or terminated, and Guest's obligations hereunder shall in no way be discharged, except as expressly provided in this Agreement or by written instrument executed by the parties. If any term, covenant or condition of this Agreement or any application thereof shall be invalid or unenforceable, the remainder of this Agreement and any other application of such term, covenant or condition shall not be affected. This Agreement shall be construed without regard to any presumption or other rule requiring construction against the party causing this Agreement to be drafted. Neither Host nor Guest shall have the right to record this License or any memorandum thereof.