

# DASH License® Monthly Use

1

## 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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# 1

## 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.

# 1

## 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.

## House Rules for Private Office 201-F

### Terms of Service

#### ST. GEORGE EXECUTIVE SUITES (SGES) USER AGREEMENT

Applicant (User) and St. George Executive Suites (SGES) agree as follows:

##### 1. Provision of Services:

SGES will provide User with access to SGES as a member, on the membership basis selected by User on User's

Application, on the following terms and conditions.

##### 2. Prices:

User will pay SGES the monthly fees as posted from time to time on SGES website (or at the rate agreed for Users

who have locked in rates for a period of time) for the membership category which User has selected. Further, User

will pay SGES for all additional products and services used by User which are not included within a membership

payment, at the rate posted from time to time on SGES website or at the SGES Facility. Except for rates locked in

by agreement, SGES reserves the right to change rates from time to time, and such changes shall take effect when

posted to SGES website or at the SGES Facility, and without further notice to User.

##### 3. Payment:

User will supply SGES with a valid credit card number and any other information necessary to obtain payment from

a major credit card company for all items used by User. User agrees that Satellite shall bill all fees and charges to

User's credit card, and that User will ensure that Satellite has valid credit card information at all times. User understands

that credit cards will be billed for membership fees in advance and for all other charges in arrears on the 1st

day of each month. SGES reserves the right, at its sole discretion, to accept other payment methods on an individual

basis.

##### 4. Proprietary Information:

User will provide for the protection of its own proprietary information at User's sole risk. User will respect and observe

the privacy and proprietary information rights of all other members or others using the center.

##### 5. Entry:

SGES authorized staff shall have the right to enter Member's Dedicated Space(s) in the following circumstances:

1) In case of emergency; 2) City, County, State, Fire, Police Inspection; 3) Upon reasonable advance notice for

Cleaning, Pest Control Services, Repairs, Improvements or to Exhibit the Office to Potential Members or Appraisers,

Mortgagees, Lenders; 4) Supply services and deliver packages requested by Member.

##### 6. Indemnity / Insurance:

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## HOUSE RULES

User is responsible for all damages or losses suffered by User or User's Guests or Invitees in the course of using SGES. User waives all claims against SGES, or its agents, servants, employees, or other associated persons, arising out of User's presence at the Facility or any acts or omissions of User or its agents, employees, or other associated persons.

User recognizes the need for User to have appropriate liability, health, and other insurance to protect User, and agrees that User will look solely to its own insurance and its own resources in regard to any injuries or damages incurred at the facility or arising out of this contract or User's activities or use of SGES facilities. User will defend, indemnify and hold SGES, its agents, and employees harmless from and against any and all claims, suits, damages, losses, liability, obligations, fines, penalties, costs and expenses including legal fees and expenses, which arise from the rendering of services hereunder except to the extent any such matters arise from SGES gross negligence or willful misconduct.

### 7. Personal Property:

User brings or leaves personal property at the Facility at User's sole risk and responsibility. User releases SGES

from any claims of whatever kind or nature relating to lost or stolen property, or otherwise arising from damage to

User's personal property, including any computer used by User.

SGES | [www.STGEORGEEXECUTIVESUITES.com](http://www.STGEORGEEXECUTIVESUITES.com) | 1.435.652.0645 | Terms Of Service |

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User will reimburse SGES for the cost of repairs and down-time caused by any damage to the center or SGES

facilities or property caused by User or any guests or licensees of User.

User will not under any circumstances remove or allow removal of any SGES property from the Facility, and will

reimburse SGES for the new repurchase cost of any items removed.

### 8. Respect for Laws:

In all matters relating to use of SGES Facility, including all use of computers and IT devices for accessing the internet,

User will strictly comply with all laws and act ethically and in good faith. Without limiting the generality of this

rule, User specifically agrees not to use SGES systems or Facility to hack into or otherwise obtain unauthorized access

to any other computer system, to download or otherwise obtain any copyrighted, trademarked, or trade secret

information, to libel or slander any person, or otherwise cause harm, negligently or intentionally, to any person.

### 9. Telephone:

Unless pre-agreed, in writing, all components of the telephone service, including phone numbers, IP addresses and

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## HOUSE RULES

phone equipment issued by SGES but used by Member will remain at all times property of SGES.

Member may

request, upon commencement of Membership, a portable telephone number at a set-up fee charged to the Member

by SGES's Vendor. Member is not permitted to install any communication equipment, including telephone or

network lines for internal or external use without prior written approval of SGES.

10. Mail:

1.) SGES is not responsible for mail returned to Sender for improper address.

2.) Mail and packages will not be forwarded to other 3rd party agents or delivery addresses.

3.) Members who have not paid by the 10th day of the month, with or without notice, will have all services

terminated; any mail being held or received after termination will be discarded.

11. Internet Service

Member may not use this service to publish, download, post, upload, distribute, disseminate any inappropriate,

profane defamatory, obscene, indecent or unlawful topic, name, material or information on or through SGES servers

or bandwidth. Member may not upload any information, including images or video/film, software, content or other

material protected by intellectual property laws, including, by way of example, but not as limitation, copyright or

trademark laws, unless Member owns or controls the rights thereto or has received all necessary consent to do so.

The service may NOT have a proxy server or other preventative measure against outside intrusions.

Member

acknowledges that the standard internet access service is provided "as is". SGES cannot be held responsible for

any security intrusions, damages or faults that occur as a result of this service. SGES recommends that Member

place the following protections on all computers connected to the service: automatic virus scanning software, installation

of personal computer firewalls, shutting computers down when not in use for long periods of time, unique ID

and password for each computer. SGES is NOT responsible for any data, business, or other losses that result from

interruption to the internet service provided by SGES. Member is responsible for protecting its own computers and

data from electrical surges, theft, viruses, other malicious attacks, or network interruptions. Service does have a

firewall.

12. Termination:

User may terminate this Agreement at any time on one month's notice by notifying SGES in writing. SGES may

terminate or temporarily suspend this Agreement at any time that User breaches this Agreement or SGES's User

Rules, or if User's credit card is refused, expires, or is revoked, if User acts in the SGES center in

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any way which is not in the best interests of SGES or the other Users, or for any reason of incompatibility or other subjective reason, in SGES's sole discretion. If SGES terminates or suspends User's privileges, it may do so by deactivating User's fob access key, without notice to User. If User has left behind any materials or personal property in a private office or storage area and User's privileges are terminated or suspended, User may access such materials by making arrangements by phone to do so by meeting SGES's staff person at the Center during normal business hours.

### 13. Rules:

User confirms review of SGES New Member Information and Community Guidelines, Bloomington C.P.O. Building Interior and Bloomington Courtyard Exterior Grounds Rules and Regulations and agrees to be bound by all such rules. Violation of the User Rules is ground for immediate termination or suspension of User privileges.

### 14. Assignment Prohibited:

User may not assign its rights or obligations under this Agreement under any circumstances. Use of a User fob access key by any person other than the registered, contracted user is prohibited, and shall be cause for immediate termination.

### 15. Entire Agreement:

This Agreement and the User Rules and Privacy Policy contain the entire agreement between the parties. There are no other agreements, promises, representations or understandings except those set forth herein. This Agreement supersedes all previous promises, representations and agreements. This Agreement may be modified or amended only in a writing signed by both parties.

### 16. Nature of Agreement; Relationship of the Parties:

User is granted rights solely as a licensee, and shall not be deemed to be a tenant, nor shall this agreement be deemed a rental agreement or lease.

### 17. Attorney's Fees:

In the event of any legal proceedings or arbitration arising out of this Agreement, the prevailing party shall be entitled to recover from the losing party all of prevailing party's reasonable costs and expenses, including court costs and attorney's fees.

### 18. Residence:

Use of the Facility for anything other than office and business uses is prohibited. In particular, no User may reside in the center at any time or for any period.

### 19. Execution:

User acknowledges and accepts this Agreement.



## House Rules for St. George Executive Suites

### BLOOMINGTON C.P.O. CONDOMINIUM OWNERS ASSOCIATION RULES AND REGULATIONS

Owners and Tenants of Owners shall faithfully observe and comply with the following Rules and Regulations. Landlords shall not be responsible to Tenants for the nonperformance of any of said Rules and Regulations by or otherwise with respect to the acts or omissions of any other Tenants or occupants of the Building.

1. Tenants of Owners shall not alter any lock or install any new or additional locks or bolts on any doors or windows of the Premises without obtaining Landlord's prior written consent. Tenant shall bear the cost of any lock changes or repairs required by Tenant. Landlord's will provide keys for the rented space at Landlords expense and not at the expense of the Owners Association. Any additional keys required by Tenant must be obtain with the approval from the Landlord with Security Deposit established between Landlord and Tenant at a reasonable cost to be established by Landlord.
2. All doors opening to the public corridors shall be kept closed at all times except for normal ingress and egress to the Premises, unless electrical hold back have been installed.
3. Owners Association reserves the right to close and keep locked all entrances and exit doors of the Building during such hours as are customary for Comparable Buildings. Owners Employees, Tenant and Tenant's employees and agents must be sure that the doors to the Building are securely closed and locked when leaving the Premises if it is after the normal hours of the business for the Building. Association Board of Directors determines locking and unlocking of all entrance and exit door with Week-ends and Federal Holidays being observed for full locking of all doors. Any Owner, employee, Tenant, its employees, agents or any other persons entering or leaving the Building at any time when it is so locked or any time when it is considered to be after normal business hours for the Building, may be required to sign the Building register when so doing or use an electronic entrance device recording that person's time of entry. Access to the Building may be refused unless the person seeking access has proper identification or has a previously arranged pass (electronic devise) for access to the Building. Owner's, Landlord and Landlord's agents shall in no case be liable for damages for any error with regard to the admission to or exclusion from the Building of any person. In case of invasion, mob, riot, public excitement, or other commotion, Owners or Landlord reserves the right to prevent access to the Building the continuance of same by any means Owners and/or Landlord deems appropriate for the safety and protection of life and property.
4. The Board of Directors of the Association and/or any Owner/Landlord shall have the right to prescribe the weight, size and position of all safes and other heavy property brought into the Building by Tenants. Safes and other heavy objects shall, if considered necessary, stand on supports of such thickness as is necessary to properly distribute the weight. Association, Owner/Landlords will not be responsible for loss of or damage to any such safe or property in any case. All damage done to any part of the building, its contents, occupants or visitors by moving or maintaining any such safe or other heavy property shall be the sole responsibility of Tenant and

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## HOUSE RULES

any expense of said damage or injury shall be borne by Tenant.

5. Tenants shall not bring into or remove furniture, freight, packages, supplies, equipment or merchandise at the building or carried up or down in the Elevator, except upon prior notice to Landlord, and in such a manner in specific elevator, and between such hours as designated by Owner/Landlord. Tenant shall provide Landlord with not less than 24 hours prior notice of the need to utilize an elevator for any such purpose, so as to provide a reasonable period to schedule such use. Owners and Tenants are to install such padding or take such other actions or prescribe such procedures as are appropriate to protect against damage to the elevators or other parts of the Building.

Consideration of other Building occupants usage requirements for the handicap or disabled clients and or visitors are to be considered when scheduling elevator usage. Elevator weight limitations are not to be exceeded in the transport of any items.

6. Association shall have the right to control and operate the public portions of the Building, the public facilities, the heating and air conditioning, and any other facilities furnished for the common use, in such manner as is customary for Comparable Buildings.

7. The requirements of any Tenant will be attended to only upon application at the management office of Owner/Landlord or at such office location designated by Owner/Landlord. Employees of Owners, Board of Directors of the Association or their employees shall not perform any work or do anything outside their regular duties unless under special instructions from Owner/Landlord of Tenant.

8. Tenants shall not disturb, solicit, or canvass any Building Owners or occupants and shall cooperate with Association, Owner/Landlord or Landlord's agents to prevent same.

9. The toilet rooms, urinals, wash bowls and other apparatus shall not be used for any purpose other than that for which they were constructed, and no foreign substance of any kind whatsoever shall be deposited therein. The expense of any breakage, stoppage or damage resulting from the

Violation of this rule shall be borne by the Suite Owner who's Guest, Patient, Client, Tenant or whose employees or agents, shall have caused it.

10. Owner/Landlords Tenant's shall not overload the floor of the Premises, not mark, drive nails or screws, or drill into the partitions, woodwork or plaster or in any way deface the Premises or any part thereof without consent first having been obtained in writing.

11. No vending machines or machines of any description other than fractional horsepower office machines shall be installed, maintained or operated upon the Premises without the written consent of the Board of the Association.

12. Tenant of Owner/Landlord shall not use any method of heating or air conditioning for any purpose other than that which may be supplied by Landlord, without the prior written consent.

13. Owners, their employees and Tenants or their employee's shall not use or keep in or on the Premises or the Building any kerosene, gasoline or other inflammable or combustible fluid or material. Building Occupants also shall not use, keep or permit to be used or kept, any foul or noxious gas or substance in or on the Premises, or permit or allow the Premises to be occupied or used in a manner offensive or objectionable to other occupants of the Building by reason of noise, odors, or vibrations, or interfere in any way with other Occupants or those having business therein. Building and Premises is non-smoking.

14. Occupants shall not bring into or keep within the Building or the Premises any animals, birds, fowl (seeing eye dogs are exempt) bicycles, skateboards or other recreational vehicles.

15. No cooking shall be done or permitted by any occupants on the Premises, nor shall the Premises be used for the storage of merchandise, for lodging or for any improper, objectionable

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## HOUSE RULES

or

immoral purposes. Notwithstanding the foregoing, underwriters' laboratory-approved equipment and microwave ovens may be used in the Premises for heating food and brewing coffee, tea, hot chocolate and similar beverages, provided that such use is in accordance with all applicable federal, state and city laws, codes, ordinances, rules and regulations and does not cause odors which are objectionable to occupants.

16. City Building Codes will dictate where and how telephone, telegraph, TV cable wires are to be introduced to the Premises. No boring or cutting for wire shall be allowed without the consent of Owner who's suite(s) are involved and/or without Owner//Landlord consent if a tenant request. The location of telephone, call boxes and other office equipment affixed to the Premises shall be subject to the approval of Association Owners and Landlord of a Tenant.

17. Building Owners, Association Management Representative, Owner/Landlord or agent of Landlord reserves the right to exclude or expel from the Building any person who, in their judgment is intoxicated or under the influence of liquor or drugs, or who shall in a manner do any act in violation of any of these Rules and Regulations.

18. Employee's of Building Owner's, Tenants and Tenant's employees and agents shall not loiter in the entrances or corridors, nor in any way obstruct the sidewalks, lobby, halls, stairways or elevator, and shall use the same only as a means of ingress and egress for the Premises.

19. Tenants of Owner's shall not waste electricity, water or air conditioning and agree to cooperate fully to ensure the most effective operation of the Building's heating and air conditioning system, and shall refrain from attempting to adjust any controls.

20. All building Occupants shall store all Occupants trash and garbage within the interior of the Premises. No material shall be placed in the trash boxes or receptacles if such material is of such nature that it may not be disposed of in the ordinary and customary manner of removing and disposing of trash and garbage in the city in which the Building is located without violation of any law or ordinance governing such disposal. All trash, garbage and refuse disposal shall be made only through

entry-ways and elevators provided for such purposes at such times as Landlord shall designate.

21. Occupants shall comply with all safety, fire protection and evacuation procedures and regulations established by Landlord or any governmental agency.

22. Occupants shall assume any and all responsibility for protecting the Premises from theft, robbery and pilferage, which includes keeping doors locked and other means of entry to the Premises closed when the Premises are not occupied. Association has set the Exterior Security Building Doors

to LOCK-DOWN at 6:45pm and UNLOCK at 6:15am Monday through Friday. Doors are LOCKED Week-ends and All Federal Holidays. After Hour Access - Key FOB is required for access by FOB HOLDER with Photo I.D. to be on file with Owner. Owner/Landlord (at their discretion) may issue FOB Access Key to Employee's, Tenant's or Agents with a Photo I.D. on file with Association Management. Occupants (Owner's or Tenant's of Owner/Landlord's) with After Hours Clients/Guests are to meet them at the Door and provide Access. There is NO propping open of exterior Entry Doors allowed. A Fine by the Association of \$100.00 will be assessed for each infraction. Tenants are considered by the Association to be in breach of their Lease agreement.

23. No awnings or other projection shall be attached to the outside walls of the Building without the prior written consent of the Board of Directors. No curtains, blinds, shades or screens shall be attached to or hung in, or used in connection with, any windows or door of the Premises without the prior written consent of the Owner or Landlord. The sashes, sash doors, skylights, windows,

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## HOUSE RULES

and doors that reflect or admit light and air into halls, passageways or other public places in the Building

shall not be covered or obstructed, nor shall any bottles, parcels or other articles be placed on the windowsills. All electrical ceiling fixtures hung in offices or spaces along the perimeter of the Building must be fluorescent and/or of a quality, type, design and bulb color approved by the Association Board of Directors.

24. The washing and/or detailing of or, the installation of windshields, radios, telephones in or general work on, automobiles, motorcycles or other vehicles of transportation shall not be allowed on the Real Property.

25. Tenant's requesting food vendors shall be allowed in the Building upon receipt of a written request from the tenant and approval from the Owner/Landlord. A copy is to be on file with the Association Management Office. This is intended as an approval for an Open House or Introductory Refreshments being served for a new business. Under no circumstances shall the food vendor display their products in a public or common area including corridors and elevator lobbies. Any failure to comply with this rule shall result in immediate permanent withdrawal of the vendor from the Building.

26. Owner's and/or their Tenants must comply with requests by the Association or Landlord concerning the informing of their employees of items of importance to the Association and the Tenants Landlord.

27. All occupants shall comply with the non-smoking policy adopted by the Building Ownership.

28. Owner/Landlord may waive any one or more of these Rules and Regulations for the benefit of any particular tenant or tenants, but no such waiver by Owner/Landlord shall be construed as a waiver of such Rules and Regulations in favor of any other tenant or tenants, nor prevent Owner/Landlord from thereafter enforcing any such Rules or Regulations against any or all tenants of the Owner/Landlord. Association Board of Directors reserves the right at any time to change or rescind any one or more of these Rules and Regulations, or to make such other and further reasonable Rules and Regulations at the Board of Directors, Owner/Landlord's judgment may from time to time be necessary for the management, safety, care and cleanliness of the Premises and Building, and for the preservation of good order therein, as well as for the convenience of other occupants and tenants there in. Association, Owner/Landlord shall not be responsible to Tenant or to any other person for the nonobservance of the Rules and Regulations by another tenant or other person. All waiver's are subject to Association Board of Directors or Management approval.

29. Owner/Landlords Tenant shall be deemed to have read these Rules and Regulation and to have agreed to abide by them as a condition of Tenant's occupancy of the Premises.

Signature:

cc:BES/Rules&Reg -5- Tenant/Received/Read: \_\_\_\_\_

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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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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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## License Terms

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.