



The Village @ Across Membership Agreement

Member Information

Name: _____ Best contact number: _____
Email Address: _____ Name of company: _____
Description of the type of business you would be doing at Across: _____
Supply name, number, & email of all additional people who will be in the office with you: _____
Will you routinely have visitors? If so, how many/often: _____
☐ Check here and supply logo if you would like your business info displayed outside The Village.

Membership Opportunities (Choose One)

☐ **Option 1: Virtual- \$50.00/month per person**

If you are looking to boost your business impression at a low cost, this option allows you to have a corporate address, mail handling, and discounted rates to The Village Boardroom to make that strong customer presentation. This option works best for someone who does not need daily office space but may occasionally meet with clients.

☐ **Option 2: Open Desk- \$150/ Month**

This option is for one person and includes all the above plus a desk, chair, drinks/snacks in the lobby area, and keycard for unlimited 24/7 access to the open area of The Village. There are no other additional fees for internet usage, utilities, etc.

☐ **Option 3: Dedicated Office- \$400+/Month**

This option includes everything in the above options plus a dedicated office space with a door for privacy and security. All four walls in our offices are insulated to provide a bit more privacy for phone calls or client meetings. Feel free to decorate and leave any necessary supplies or equipment in your office. Up to 2 tables and 2 chairs can be provided by Across upon request, or each office can be personally furnished. No more than 4 members can share a standard sized office, and separate keycards must be purchased for each additional member @ \$50.00/month per person. Our standard office is approximately 10 ft x 10 ft. Larger offices may be available for an additional fee.

Optional: Conference Room Use—\$10/hour for members, \$25/hour for nonmembers

Whether you need to pull teams together for an internal meeting, access remote demonstrations, or bring external clients/investors in for a presentation, our conference rooms are available to meet your needs. Board room scheduling is available on a first-come-first-served basis and can be reserved via email or in person.

Membership Agreement

By joining The Village @ Across located at 306B Rome Street in Carrollton, Georgia, our members agree to respect these guidelines intended to benefit our community. Our space is a shared, collaborative, and open workspace. Therefore, for everyone to peacefully co-exist, the following are some simple practices that should be observed:

Conduct

- ❖ Please be considerate and respectful of others. When you are finished using something, put it back the way you found it. Push chairs back in, clean off workspaces, throw away trash, wash your dirty dishes, erase white boards, etc. Always keep in mind that you are sharing the space with others, and we all want our space to be in good condition for ourselves and our guests.
- ❖ Across Village strives to create a professional, family friendly, welcoming atmosphere. Please keep your volume, language, and conversations appropriate and professional. Guests are also required to adhere to these guidelines.
- ❖ Refrain from any activity that may be disruptive or dangerous to other members, their guests, or their property.
- ❖ Smoking is prohibited anywhere inside the building, and city guidelines should be followed for smoking outside.
- ❖ Any illegal activity is prohibited.
- ❖ Pets are prohibited anywhere inside the building. If an animal is found, the member will be charged a \$25/day fine.



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Building Use

- ❖ Upon payment and completion of the membership agreement, members with a space inside The Village will receive a keycard that will allow 24/7 access, limited to business use only.
- ❖ For your safety and for the safety of other members, members are never to duplicate, share, or lend their key or keycard to another person at any time. The fee for a lost key or keycard is \$50 per occurrence. A fee of \$50 may also be charged if owners are required to grant access to the building or an office, for any reason.
- ❖ All non-member guests will be required to sign in and/or possess or display a valid visitor's pass. Depending on the duration and nature of the guest's visit, purchasing a one-day pass may be required. For safety and security purposes, members are required to have ALL visitors check in with the front desk prior to usage of the space or visiting a member, unless special arrangements have previously been made.
- ❖ Depending on the package selected by the member, office furnishings may be provided but are not guaranteed. These are the sole property of The Village and should not be removed from the building at any time; however, with approval, a member may move or rearrange furniture within their space. Any damage to The Village's building, furnishings, or contents caused by a member or a member's guests will be solely the responsibility of the member. Member's furnishings and belongings must be left within reserved space only. The Village is not responsible in any way for member's furnishings or belongings.
- ❖ Management may access any office space, with or without notice, for inspection, maintenance, safety, or emergency purposes.
- ❖ Mail is received/sorted each week day. Members are responsible for collecting mail from the designated area.

Payments

- ❖ **A deposit equal to the first month's fee is required.** All or any portion of the deposit may be applied for any unpaid fees or balances. User may not have the right to apply the security deposit as payment of the last month's charge.
- ❖ Payments can be made by cash, check, or ACH, Zelle or other bill pay methods. Payments are required at the beginning of each month until a member gives notice to stop payments. An invoice will be sent with a link to pay online using your banking account, and a \$3 fee will be applied unless payment is made by cash or check.
- ❖ Your commitment is month-to-month, but **a 30-day notice is required to terminate this agreement.** Communication about this is important so you will not be responsible for payment for the upcoming month. This allows management to be aware the space will be available for new members, to process the changes, to schedule cleaning, to do any necessary maintenance, etc.
- ❖ Payments should be made by the 1st day of every month via cash, check, or bank draft. If payment for monthly membership fee(s) or any other accrued/outstanding fee(s) is not made by the 5th of the month, each member will be assessed a late fee of \$25, and \$5 a day will continue to accrue until paid. Reminders and/or invoices are customarily sent, but it is ultimately the member's responsibility to assure payments are made in a timely manner.

For questions contact: Laura@acrosshealthcare.com

Acceptance of Agreement

Member Name (Sign): _____ Date: ____/____/____

To be completed by Across:

Package chosen: _____ Price that will be charged monthly: _____
Amount of deposit received: _____ Notes: _____