

Introduction

AireDesk is a shared work-space for individuals and businesses that value collaboration and community. It's a place to make connections, share ideas, encourage peers, be inspired and work hard to move your entrepreneurial spirit forward. Key to the success of our space is an environment where everyone feels welcome, comfortable and empowered.

A little bit about you ...

Contact name: _____

Organization/project name (if applicable): _____

Address: _____

Email: _____

Phone number: _____ Website: _____

How did you hear about us? _____

Do you wish to contribute to being part of AireDesk? (workshops, panels, classes) We understand that you may feel overwhelmed at the beginning. This therefore is only on a voluntary basis.

Tell us about yourself (or your organization)—What do you do? How and why do you do it?

Our agreement with you.

AireDesk grants you a revocable, non-exclusive license to enter and use a hot desk or private desk for the term.

A. Rental period:

First day of rental period: _____ Last day of rental period: _____

B. Hot desk or private desk:

If you opt for a mailing address / registered office, there is a minimum period which is of one year. See section C.

Hot desk: # ____ of hot desks x _____ hours @ € _____ = _____ total per month

Month-to-month contract _____ (insert months needed)

One year contract

Private desk: # ____ of hot desks x _____ hours @ € _____ = _____

Month-to-month contract _____ (insert months needed)

One year contract

Total rental: € _____

C. Mailing address / Registered office:

Yes (one year contract minimum – if you ticked month-to-month contract above please amend to one year contract.

No

D. Total amount

Total amount due**:

€ _____

Amount due upon signing: € _____

Balance owing: € _____

**Payments accepted by cash, cheque, Visa/Mastercard, bank transfer

E. Shared amenities—included with rental fees:

- Shared reception services¹
- Personal lockers (you must bring your own padlock)
- Use of meeting facilities²
- Weekly cleaning of shared spaces
- Cleaning supplies
- Photocopier access (subject to fair usage)

- Printer access (subject to fair usage)
- High speed wireless internet access
- Shared kitchenette
- Coffee/tea/water

License agreement

You agree:

- To pay the license fee and other applicable fees on the first business day of each month.
- To abide by the attached tenant co-operation policies. AireDesk reserves the right to change the policies from time to time. You shall be given reasonable notice of any such changes.
- To meet with visitors only in the designated meeting areas.
- To not engage in any illegal or immoral activity on the premises.
- To permit AireDesk to use your name in promotional materials and to otherwise identify your association with our space.

AireDesk will provide:

- The shared amenities as detailed in the attached "Shared amenities."

You may use the common areas on a non-exclusive, priority basis in common with other tenants. AireDesk and others may use the common areas from time to time as determined by AireDesk.

You shall keep the licensed area in a clean and tidy manner and are responsible for any damage incurred as a result of your use of the licensed area or common areas, or those of your guests.

AireDesk assumes no liability in connection with any of your property situated in the licensed area or in the building. All of your property is at your sole risk. You release Creative Manitoba from any claim you have or might have in connection with anything that has occurred or might occur on or in connection with your use of the licensed and common areas.

It is advised that each individual tenant shall obtain commercial general liability insurance, employer's liability and workers' compensation insurance during the term of this lease.

Inherent in the co-working environment is the potential for users to encounter private or proprietary information. Tenants will, at all times, hold any such information confidential.

This license is personal to you or your organization and may not be assigned to others. You may terminate this agreement by giving AireDesk 30 days written notice. AireDesk may terminate this license if you fail to abide by any term of this license.

On expiration or termination of this license, you shall deliver to AireDesk all AireDesk property. You shall also empty your locker.

Licensee _____ AireDesk: _____

Date: _____ Date: _____

Values statement

The tenants of AireDesk are committed to using fairness, transparency, respect and flexibility to guide their work and interactions. We seek to go beyond a shared workspace and to a place of true community. To this end, we recognize that AireDesk is more than a physical space; it is also a social and psychological environment where everyone has the right to feel welcome, comfortable and supported. With these guidelines in mind, we can ensure our community of entrepreneurs thrives.

House rules

Good neighbourliness

Bring positive energy to work and look for ways to lend a helping hand to your neighbours.

Noise levels

Be aware, whether using the Common Areas, workspaces or meeting rooms³ that there are others working around you. If you are in situation where noise is negatively impacting you, speak to the noisemaker directly.

Clean spaces

You are expected to clean up after yourself and your guests. Doing a little extra goes a long way to ensuring a good work environment for all AireDesk users.

Security

AireDesk is not responsible for lost or stolen items, so please look out for your things and for each other.

Office/desk cleaning

There is weekly cleaning of the common areas and hot desks. In between, you're responsible for tidying, garbage and recycling.

Dogs and other animals

Though we love animals, dogs and other animals are not permitted at AireDesk without approval.

Scent sensitivity

Please be aware that many individuals are adversely affected by exposure to scented products so keep the use of these products to a minimum.

Inclusive workplace

Tenants and guests are expected to be respectful of all others in the space. If you or anyone you know is being treated unfairly on the basis of skin colour, gender, physical ability, age, religion, political beliefs etc., please let AireDesk know.

Policies

AireDesk reserves the right to terminate the rental agreement or lease of any individual or organization that AireDesk deems to be compromising the well-being of other tenants of the space.

Conflict resolution

If a tenant has a problem with the actions or behaviours of another tenant, she or he must first try to resolve the problem directly with that person or group. If the problem persists, the tenant should put the complaint in writing and address the note to AireDesk staff. AireDesk staff will review the complaint, speak with both parties, and propose a solution. If either party is dissatisfied with the proposed solution the issue is elevated to the AireDesk administrators (the "Board"). The Board has final say and will offer a solution. This solution must be followed; if the problem persists, AireDesk may choose to terminate the rental agreement or lease of either party based on its best judgment.

AireDesk is committed to ensuring fairness, transparency, accessibility and accountability in the conflict resolution process. The expectation is that tenants show flexibility, compromise and respect and that we can work collaboratively to address any concerns.

Late payment

For those who pay monthly, if an amount due is not received on the fifth day of the month, a 10% late charge will be assessed. If payment is not received on the tenth day of the month, AireDesk may revoke the license agreement.

For those who pay yearly, if an amount due is not received on the fifth day of the first month after year end, a 10% late charge will be assessed. If payment is not received on the tenth day of the month, AireDesk may revoke the license agreement.

Hourly tracking

For the purposes of tracking hourly hot desk package usage, the licensed area is considered in use from the time you sign in until you sign out each day. You may not sign out and in again in the same day for periods of less than an hour. When you sign out, you must remove all of your belongings from the licensed area.

Meeting rooms

See endnote 2.

Photocopying and printing

AireDesk is not currently charging for photocopies and/or printouts. However this is subject to a fair usage policy, and anybody who abuses the system may incur extra charges.

Mailing address

Tenants who pay a minimum of one year of AireDesk may use 17, Triq il-Modd, Ibragg Swieqi SWQ 2373, Malta as their mailing address.

AireDesk Opening Hours

17, Triq il-Modd, Ibragg Swieqi, SWQ 2373, Malta
info@airedesk.com

AireDesk will be open Monday through Friday 9:30 am to 6 pm for hotdesk users. Private desk users will be given a code and can use the premises at any time.

Licensee _____

AireDesk _____

Date: _____

Date: _____

¹ Subject to availability.

² Currently this will be within the social and recreational area. Separate soundproofed pods are being created. The lack of these pods is being reflected in the discounted price.

³ Subject to endnote 3.