

COWORKING SPACE USAGE AGREEMENT

This Agreement ("Agreement") is made and entered into by and between:

Provider: 3CsTech Solutions, located at Health Land building, Lakeview Park 1 Est. ("Provider")

User: Individual reading this policy

Effective Date: Today

1. Purpose

The purpose of this Agreement is to set forth the terms and conditions under which the User may access and utilize the coworking space operated by the Provider.

2. Membership and Access

2.1 Membership Type: The User selects the following membership type and agrees to adhere to the associated terms:

- Hot Desk
- Dedicated Desk
- Private Office
- Virtual Office
- Conference room (s)
- Rooftop activity Arena
- Rooftop relaxation Arena
- Others

2.2 Access: The User will have access to the coworking space during the agreed hours, as follows:

- 24/7 Access (Not available now)
- Business Hours (9 AM to 6 PM, Monday to Friday) and (Saturdays for rooftop arena(s))
- Others

2.3 Access: The Provider will issue the User access for entry to the coworking space. These access credentials are non-transferable and must be returned upon termination of this Agreement.

3. Term and Termination

3.1 Term: This Agreement begins on the Effective Date and will continue until terminated by either party in accordance with the terms below.

3.2 Termination:

- Either party may terminate this Agreement with 4 days' written notice.
- The Provider may terminate this Agreement immediately if the User violates the terms or fails to make required payments.
- Upon termination, the User agrees to vacate the premises and return all access cards, keys, or other property provided by the Provider.

4. Payment and Fees

4.1 Payment: The User agrees to pay the membership fee for the selected membership type as outlined below:

- Membership Fee: Per Day/Month/Quarter/Year] as requested
- Additional Services Fee (if applicable)

4.2 Due Dates: Payments are due on the [First] day of each billing cycle. Failure to make timely payments may result in suspension of access to the coworking space.

5. User Responsibilities

5.1 Conduct: The User agrees to:

- Comply with all house rules, policies, and guidelines set by the Provider.
- Treat the coworking space and all other users with respect and professionalism.
- Keep the workspace clean and organized, including the return of any equipment or supplies used.

5.2 Security: The User is responsible for maintaining the security of their personal belongings. The Provider is not liable for lost or stolen items.

5.3 Damage: The User agrees to compensate the Provider for any damages to the coworking space, furniture, or equipment caused by the User or their guests.

6. Use of Space and Equipment

6.1 Workspace Usage:

- The User agrees to use the coworking space for lawful purposes only and shall not engage in any illegal activities on the premises.
- The User may not sublease or assign their workspace to any third party without prior written consent from the Provider.

6.2 Equipment:

- The User is responsible for the proper use of any equipment provided by the Provider.
- The User agrees to notify the Provider of any malfunctions or damages to equipment or furniture.

7. Confidentiality and Privacy

7.1 Confidentiality: Both parties agree to respect the confidentiality of information shared within the coworking space. The User is responsible for ensuring the privacy of their business-related activities.

7.2 Privacy Policy: The Provider will handle the User's personal data in accordance with its privacy policy. The User acknowledges and agrees to the terms of the Provider's privacy policy.

8. Indemnity and Liability

8.1 Indemnity: The User agrees to indemnify and hold harmless the Provider, its employees, agents, and affiliates, from any claims, damages, or losses arising from the User's use of the coworking space.

8.2 Limitation of Liability: The Provider is not liable for any direct, indirect, or consequential damages arising from the use of the coworking space, including loss of data, equipment, or business opportunities.

9. Rules and Regulations

9.1 Coworking Space Rules: The User agrees to adhere to all rules and regulations set forth by the Provider, which may include but are not limited to:

- Noise restrictions in shared spaces
- Restrictions on food and drink in certain areas
- Cleanliness and tidiness of workspaces
- Use of meeting rooms, printers, and other shared resources

9.2 Changes to Rules: The Provider reserves the right to update or modify the rules and regulations at any time. The User will be notified of any significant changes.

10. Miscellaneous

10.1 Governing Law: This Agreement shall be governed by the laws of Lagos State/Nigeria.

10.2 Entire Agreement: This Agreement constitutes the entire agreement between the parties and supersedes all prior understandings or agreements, whether oral or written, regarding the subject matter hereof.

10.3 Amendment: Any amendments or modifications to this Agreement must be in writing and signed by both parties.

10.4 Severability: If any provision of this Agreement is found to be invalid or unenforceable, the remaining provisions will remain in full force and effect.