

# MEMBERSHIP CONTRACT



## 1. MEMBERSHIP FEES & AGREEMENT

**Member Type:** Gleaner  Co-op  Crafter  Maker  Business Incubator

Ann Grace Hub is a techno-hobby shop at 5889 Highway 303 NE Stes 101-103, Bremerton, WA. It is a co-working prototyping space that offers workspace and certain other services related to the use of crafting, hobbies, prototyping, and other equipment located within the Ann Grace Hub facility. In exchange and consideration for the use of the workspace and other related services, members agree as follows:

### Fee Structure and Tools

- All members:
  - Ann Grace Hub takes video and photography for use in social media, promotions, and website use. If you do not wish you or your child to be in a video or photograph, please ask a staff member for a no photograph sticker and place it where clearly visible on all applicable individuals.
  - May speak with staff to use drying racks, wardrobes, ect. within the building while working on a project. While employees will discourage meddling, these are not secured from other members. Continued use of drying racks, wardrobes, ect. are for active projects only and must be used responsibly. Completed or stagnated projects must be taken home. While space is limited, large projects should be pre-approved or taken home.
  - All reservations will be coordinated with the Manager on duty.
  - Instructors who are members may work with management to reserve a larger group table for weekly group sessions. (e.g. an instructor is part of a knitting group that meets every Tuesday at 10 and is willing to open the group up to other Ann Grace Hub members).
  - Management will settle conflict regarding materials and space. Members will be asked to leave for any yelling or aggressive behavior. Upon such occurrence re-entry is only allowed upon discussion with management.
  - Supplies not used for a project must stay on site. We are not a wholesale business.
  - Gleaner Member (free): Includes--
  - May use material in designated “Gleaner Bin” containers for free. This material cannot be reserved and is first-come-first-served. Only the material needed for in-house projects should be taken from the bin with the rest being left for the next person.
  - May use open spaces, but cannot be reserved by Gleaner members. If the area is already reserved, you must vacate the space once the member shows up. If you leave the space unattended for too long, you may lose the space.
  - May use all non-electric tools as available. May use non-industrial electronics if available AFTER donating cleanup hours on a 1:1 basis. (e.g., donate one hour to get one hour of equipment use). Industrial equipment is for paying Maker memberships.
- A. Co-Op Member: (\$250 individual/\$350 family per year) Includes--
- Gleaner Membership benefits plus—

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- To remain a Co-Op member, you will need to provide one training session every two months on a craft/STEM project of your choice. The class may be informal or formally scheduled. An informal class may look like people gathering around you as you do a project and you teach them while you are working on your project (ex. knitting an item and others sitting in the group are learning from you as you knit).
- One Crafter Membership level day pass per month. This day pass includes all the perks such as material and non-industrial equipment access.
- 10% discounts on supplies and classes.
- May reserve smaller workspaces.

## B. Crafter Member: (\$150 a month) Includes--

- Access to all our open spaces. Small and medium spaces can be reserved.
- 30% Discounts on supplies and classes
- Unlimited use of non-electric and non-industrial equipment. Priority is given over Gleaner and Co-op members; however, if another member is mid-project, the crafter will need to wait their turn.
- Industrial equipment is for paying maker members.

## C. Maker Member: (\$200 a month) Includes—

- EVERYTHING
- Access to all our open spaces. All spaces can be reserved.
- 50% Discounts on classes.
- Unlimited use of equipment.
- Work with trained professionals on your projects.

## D. Business Incubator Member: (\$75- \$100 a month) Includes--

- This is a \$75 add-on or \$100 standalone membership.
  - Assessment
  - Road Map (where to go next)
  - Free access to the business incubator center and its equipment.
  - Free access to conference table and space (must be reserved)
  - Information assistance with graphic design, photographs, advertising, licensing and more.
  - Scholarships may be available, inquire.
  - Discounts on business venture-related classes. Management approval required.

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All members agree and acknowledge that any tools and/or equipment set forth above are subject to change based on the discretion and assessment of need, use, availability, member demand, and other circumstances as determined by Ann Grace Hub management.

All members are required to submit monthly membership payments in advance, and all such payments must be submitted through the Ann Grace Hub webpage, which can be found at [www.anngracehub.com](http://www.anngracehub.com). Suppose a member terminates the membership before the end of the year. In that case, all members agree and acknowledge that fees already paid will not be returned upon the termination of the membership. The fee structure set forth above is subject to change at any time based upon the sole discretion of Ann Grace Hub management. Ann Grace Hub management will provide all members with ninety (90) days' notice of any change related to the fee structure. If a member fails to submit payment of membership fees timely, such membership will terminate immediately.

## **2. SERVICES PROVIDED**

Ann Grace Hub agrees to provide certain services to all members. Such services include but are not limited to, the following: Use of workspace, access to the internet, access to and use of specific tools and/or equipment, and training. During all hours of operation, an Ann Grace Hub- trained professional will be available for supervision and assistance.

## **3. MATERIALS AND SUPPLIES:**

Members agree and acknowledge that Ann Grace Hub will not provide any supplies and/or materials for members' projects and/or prototypes. Members agree and acknowledge that all such supplies and materials must be provided by the member and approved by management.

Any supplies and/or materials available may be provided at cost, dependent upon supply and demand.

## **1. SAFETY & TRAINING:**

Before being permitted to utilize the tools and/or equipment, all members must successfully pass any associated training. An Ann Grace Hub-trained professional will provide all training.

## **2. LIMITATION AND LIABILITY & WAIVER:**

Member has read, understood, agreed to, and signed a Waiver of Liability and Hold Harmless Agreement before using Ann Grace Hub facilities and/or attending any workshop provided by Ann Grace Hub. No

Member nor any other person is permitted to use the facilities, tools, or machinery for any reason without the acceptance and signing of the Waiver of Liability and Hold Harmless Agreement.

## **3. SAFETY PROCEDURES:**

Members have read, understood, and agreed to this agreement's policies and safety procedures, as documented in the attached Policy for Operations and Safety.

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## 4. OTHER MEMBERSHIP REQUIREMENTS AND TERMS OF USE:

Members agree and acknowledge that access to tools, equipment, and services is on a first-come, first-served basis, provided that someone else does not utilize such tools, equipment, and/or services. However, members can reserve any tools and/or equipment in advance and by appointment. Members agree and acknowledge that Ann Grace Hub does not assure any member that any specific workspace, tools, equipment, or other services will be available at all times. For this reason, Ann Grace Hub encourages all members to reserve the use of space, tools, or equipment a reasonable time in advance of the time any member desires to use the space, tools, equipment, and/or any other services.

A member must reimburse Ann Grace Hub for any broken, damaged, or stolen items listed in the tool index.

A member's membership is not transferable and may not be transferred to another individual and/or entity. While on the premises, all members must wear identification as supplied by Ann Grace Hub.

Ann Grace Hub reserves the right to amend and/or change any terms of use without advanced notice to members.

## 5. MEMBERSHIP TERMINATION

If a member fails to timely submit payment of membership fees, critical safety violation, theft, or damages of Ann Grace Hub's equipment, such membership will terminate immediately. In the event a member fails to comply with the terms of this Agreement or the management decision at Ann Grace Hub, In its sole discretion, Ann Grace Hub may immediately terminate any such membership. Any member may terminate membership anytime by giving Ann Grace Hub staff notice. In the event a member terminates membership before the end of the month, any such member agrees and acknowledges that he/she will not be entitled to a refund of any payment.

I, \_\_\_\_\_, acknowledge that I have carefully read and reviewed this Agreement governed by Washington state law. I understand it fully, and I execute it voluntarily. I further acknowledge that any dispute or claim related to the subject matter hereof would be subject to the sole and exclusive jurisdiction of courts of competent authority located in Kitsap County, WA, with such courts to be the sole and exclusive venue for any such action. I further acknowledge that I agree to abide by and comply with any terms and conditions of this Agreement as well as any Ann Grace Hub rules and regulations.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

### STAFF:

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Names and relationship of family members:

Signature: \_\_\_\_\_

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