



# SMART OFFICE NORTHWEST

## CONFERENCE ROOM AGREEMENT

October 2019

### TERMS OF USE

#### 1. Acceptance of Agreement

The Services **SmartOffice Northwest, LLC (SONW)** provides to you, the undersigned **User**, including but not limited to building access, access and use of the conference room, connection to Internet, and the other Services, are subject to the following **Conference Room Agreement (the Agreement)**. This **Agreement** will be posted online and made available upon request. Users will abide by the **Agreement**, as well as other terms determined by **SONW** representatives, which may be communicated verbally, by email or written notice. **SONW** reserves the right to add, delete or amend the **Agreement** at our reasonable discretion without notice to Users. Users continued use of **SONW** facilities and services following any changes to the Agreement constitutes your acceptance of such new term(s).

#### 2. Description of Services

**SONW** may provide you with access to the conference room, Internet access, and office equipment. The Services at all times are subject to the **Agreement**.

#### 3. No Unlawful or Prohibited Use

As a condition of your use of the Services, you will not use the Services for any purpose that is unlawful or prohibited by these terms, conditions and notices. You may not use the Services in any manner that could damage, disable, overburden, or impair any **SONW** systems, or the network(s) connected to any **SONW** server, or interfere with any other party's use and enjoyment of any Services. You may not attempt to gain unauthorized access to any Services, or accounts, computer systems or networks connected to any **SONW** server or to any of the Services, through hacking, password mining or any other means. You may not obtain or attempt to obtain any materials or information through any means not intentionally made available through the Services. You hereby represent and warrant that you have all requisite legal power and authority to enter into and abide by the terms and conditions of this Agreement and no further

authorization or approval is necessary. You further represent and warrant that your participation or use of the Services will not conflict with, or result in, any breach of any license, contract, agreement or other instrument or obligation to which you are a party.

#### 4. **Comply with House Rules**

You agree that when participating in or using the Services, you will not:

- a. Use the Services in connection with pyramid schemes, chain letters, junk email, spamming or any duplicative or unsolicited message (commercial or otherwise);
- b. Defame, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others;
- c. Publish, post, upload, distribute or disseminate any inappropriate, profane, defamatory, obscene, indecent or unlawful topic, name, material or information on or through **SONW** Services;
- d. Upload, or otherwise make available, files that contain images, photographs, software or other material protected by intellectual property laws, including, by way of example, and not limited to, copyright or trademark laws (or by rights of privacy or publicity) unless you own or control the rights thereto or have received all necessary consent to do the same;
- e. Use any material or information, including images or photographs, which are made available through the Services in any manner that infringes any copyright, trademark, patent, trade secret, or other proprietary right of any party;
- f. Upload files that contain viruses, Trojan Horses, worms, time bombs, cancelbots, corrupted files, or any other similar software or programs that may damage the operation of another's computer or property of another;
- g. Download any file(s) that you know, or reasonably should know, cannot be legally reproduced, displayed, performed, and/or distributed in such manner;
- h. Restrict or inhibit any other user from using and enjoying the Services;
- i. Violate any code of conduct of other guidelines which may be applicable for any particular Service;
- j. Harvest or otherwise collect information about others, including email addresses, without the authorization or consent of the disclosing party; and
- k. Violate any applicable laws or regulations;

#### 5. **Use of Services**

- a. Use of all Services is subject to availability. Conference room use is measured from 8AM to 6PM, on a 30 minute basis. Unused time can not be carried over to the following reservation or credited. Should you go over your reservation time limit, we reserve the right to charge an additional usage fee. The conference room must be cleared at the end of use and you are solely responsible for your belongings;
- b. You must not install any furniture or office equipment, cabling, IT or telecom connections without our consent, which we may refuse at our absolute discretion;

#### 6. **Reservation Cancellation**

Conference room reservations may be cancelled within 24 hours of the scheduled reservation. A check will be issued within 5 business days. A 5% processing fee will be charged on all cancellations. To request a conference room reservation refund, please contact [work@smartofficenw.com](mailto:work@smartofficenw.com) or call (360) 443-9444.

#### 7. **Suspension of Services**

We may by notice suspend the provision of services (including access to the facility) for reasons of political unrest, natural disaster, or other events beyond our reasonable control, in which event payment of the standard Member fee will also be suspended for the same period.

**8. Payments**

Conference room rental payments are collected immediately at the time the reservation is made securely online. Accepted forms of payment are Visa, Mastercard, Discover or American Express.