

THE COMMON ROOF

VIRTUAL TENANT MEMBERSHIP AGREEMENT

By signing up and paying for your first monthly membership fee, you agree to The Common Roof Virtual Tenant Membership Agreement outlined in this document which is in place for all members.

Completion of the sign-up process does not create a tenancy within The Common Roof but use of a mailing address with mail handling services with use of meeting room space as per available books as outlined in the summary below.

This agreement is renewable monthly as set out in the 'Renewal and Termination' section. The policies outlined in this document must be always adhered to. Failure to do so can result in non-renewal or even early termination of the usage license.

Summary of Virtual Tenant Membership Benefits

	Virtual Tenant Membership
Fees	\$35/month
Memberships	1 person
Hours available	8:30 – 4:30 (M-F)
Meeting room credit	2 hours/month For meeting room use included in your membership, you must attend all meetings; meetings held without a member in attendance for the entire meeting will be billed for meeting room usage.
Food and Beverages	Complimentary hot beverages are for members only; you are welcome to bring in your own food and non-alcoholic beverages for guests
Mail service	Business address and business mail handling services (drop offs) are provided
Utilities	Wi-fi for meeting room usage, package acceptance and mailing address
Fees due on	All monthly membership payments are paid in advance and are due on their recurring start date
Late fees	We reserve the right to charge late fees and/or withhold services if payments are not received on time
Payments	Monthly via debit or with credit card

The Common Roof is committed to providing inclusive and welcoming spaces where the community comes together. This applies to members and guests in all Common Roof spaces: on Common Roof property, in the community, on the phone, or electronically.

All guests to The Common Roof have the right to equal treatment without discrimination or harassment based on gender identity, gender expression, sexual orientation, race, colour, ethnic origin, creed, disability, and all other grounds set out in the Ontario Human Rights Code.

Individuals and groups using Common Roof spaces are subject to the rules and regulations of The Common Roof and must not violate Canadian laws including, but not limited to, the *Canadian Charter of Rights and Freedoms*, the *Ontario Human Rights Code*, and the *Criminal Code of Canada*.

INTERNET AND NETWORK USAGE

No spamming, posting or downloading files that you know or should know are illegal or that you have no right to. Do not access any other device connected to The Common Roof network or the internet that you do not have permission to access.

GUESTS

Any guest must be accompanied by the Virtual Tenant at all times. Virtual Tenants will be responsible for their guest's actions and ensure that they comply with all policies in place at The Common Roof.

MEETING ROOM USAGE

Virtual Tenants are welcome to bring in refreshments for their guests. Virtual Tenants may be asked to move their meeting room booking from time to time as full time Tenants of The Common Roof take precedence over Virtual Tenant meeting room bookings. Meeting room booking are made through Reception Services and are for the specific site location where the membership has been purchased.

Use of the meeting rooms by any individual, group or organization does not constitute an endorsement by The Common Roof of that group or organization's beliefs or policies. The Common Roof reserves the right to refuse any rental.

SECURITY

The Common Roof provides front-door access as well as alarm monitoring services for access to the building. Virtual Tenants will receive a fob for use as applicable during their visit to access common which must be signed out from Reception for each visit and must be returned prior to leaving. Lost and non returned fobs will be subject to a replacement fee of \$25 per fob.

PARKING

You and your guests are welcome to park in any available parking spot. All parking is free of charge.

RENEWAL AND TERMINATION

Virtual Tenancy is a privilege. It renews automatically unless terminated by either side. You can terminate this Agreement at any time by providing one month's written notice after the completion of the initial month. The Common Roof can terminate this agreement at any time and for any reason.

All outgoing Virtual Tenants agree to do the following upon termination:

- Return FOBs as applicable
- File a change of address with Canada Post (mail arriving after two weeks will be returned to sender)

INSURANCE

The Common Roof carries Liability and Business Property Insurance. However, we are not responsible for loss of damage to any of your property. As a Virtual Tenant, you are not required to have insurance coverage, but it is strongly suggested that you carry Insurance to cover your own equipment when using our space for meetings as applicable. This policy may cover your current residence/office, as well as your property while in use at The Common Roof.

MAILING ADDRESS

A mailing address for your primary business will be issued using the address of one of our site locations as negotiated. Mail and package delivery service is provided and handled by Reception. Outgoing mail is the responsibility of the member.

INVOICING AND PAYMENT

You will automatically be invoiced when your membership agreement is approved in advance based on your selected membership option.

WAIVER OF LIABILITY

All individuals are responsible for their own belongings and actions. Should any action or inaction cause damage or cost to The Common Roof then that cost will be levied to that individual or individuals.

All food and drink consumed socially on the premises is considered to be offered by one Virtual Tenant or guest to another, and is not in any way warranted, provided, or monitored by The Common Roof. You agree to indemnify and hold The Common Roof (and New Path Foundation) harmless from and against all liability of every kind and nature arising out of food and drink consumed on premise.

You are solely responsible for loss of and/or damage or theft to their equipment and belongings brought or used at The Common Roof. You agree that The Common Roof (and New Path Foundation) is not responsible for any loss and/or damage or theft of belongings that occurs at The Common Roof.

You understand and acknowledge that use of The Common Roof may expose the member to inherent risks, including accidents, injury, illness, or even death. You assume all inherent risks associated with use of the space.

You agree, for yourself and any guests brought to the space, or anyone entitled to act on your behalf or direction, to hold harmless, waive and release The Common Roof (and New Path Foundation), its officers, agents, employees, members, organizers, representatives, and successors from any responsibility, liabilities, demands, or claims of any kind arising out of use of the space.

You understand and acknowledge that you have read and understand this Waiver of Liability and that you are aware that this is a waiver and a release of liability and voluntarily agree to its terms.

CHANGES TO THE COMMON ROOF MEMBERSHIP AGREEMENT

Changes can be made by The Common Roof at any time. Updates will be posted to thecommonroof.ca.