



MEMBERSHIP PACKET

# REC ROOM

## CO-WORKING SPACE

### INCLUDED:

- MEMBERSHIP APPLICATION
- MEMBER BENEFITS
- TERMS OF USE
- REC ROOM RULES



301 S. Church St  
Rocky Mount, NC 27804  
252-388-8020  
[recroom@stationsquarenc.com](mailto:recroom@stationsquarenc.com)

# REC ROOM CO-WORKING SPACE

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## INTRODUCTION

Rec Room is a community driven co-working space located in Downtown Rocky Mount offering low cost monthly memberships for entrepreneurs, remote workers and other business professionals. Rec Room will host monthly events included but not limited to workshops, seminars, networking events and other business professional events.

There are several advantages to co-working:

- It provides networking opportunities. You never know if you will meet your future partner, investor, collaborator, employee or employer at Rec Room.
- It offsets the feeling of loneliness most remote workers feel after endless isolation of remote work.
- It gives you the chance to mingle with people from all walks of life and across industries.
- A harmonious atmosphere that is not plagued by office politics, gossip and conflict like traditional offices can sometimes be.

In this membership packet you will find an outline of Rec Room amenities, membership packages and Terms of Use.

Upon completion of the membership application please bring the completed application to Rec Room Administration with Station Square located at 301 S. Church St Rocky Mount, NC 27804. For questions or assistance contact 252-388-8020.



## REC ROOM MEMBERSHIPS

# LOW-COST CO-WORKING MEMBERSHIPS

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Rec Room provides affordable monthly for co-working space memberships.

Basic Co-Working Membership  
\$70 per month with a 3-month minimum

Membership includes:

- 24/7 Access
- Free high speed fiber optic internet
- Free printing
- Notary Services on-site
- Conveniently located Downtown near a coffee shop and wine bar.
- Access to TV, Dry Erase Boards and more
- Access to private use of space for professional events (Free for private use once per month 2 hr. max, Reservation rate of \$25 per hour after use of free monthly reservation of space.
- Kitchen area with fridge, microwave and seating
- Exclusive discounts, and access to events!
- Access to FREE business training classes



## REC ROOM TEAM



**TIERRA  
NORWOOD**  
OPERATOR  
252-512-0390



**KAT  
WILSON**  
ADMINISTRATION  
252-388-8020

QUESTIONS? EMAIL [RECROOM@STATIONSQUARENC.COM](mailto:RECROOM@STATIONSQUARENC.COM)

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# REC ROOM MEMBERSHIPS

## NON MEMBER

One-Time Space Use (Private Rentals)  
\$45 per hour

## MEMBER

One-Time Space Use (Private Rentals)  
\$25 per hour

Non-profit Rate: \$35 per hour

Private use of the space must be booked at least 2 weeks prior to the date of the event.





# REC ROOM

## MEMBERSHIP AGREEMENT

This Membership Agreement made by and between Station Square LLC, hereinafter referred to as "Landlord" and hereinafter referred to as "Member" for the use of Rec Room Co-working space.

### The Space

Footprint: Rec Room is located on the basement level of the Station Square complex. The street address is 301 S. Church St., Rocky Mount, NC. It consists of one large co-working space, lounge area, ping pong table, kitchen area, and restrooms. Members have access to all above listed space as part of their membership to the Rec Room space.

### Memberships

Memberships are issued to individual. Each Member shall pay his or her membership fee separately. Memberships extend for three (3) months from the signing of this Agreement. Members are asked to provide written notice at the end of the term if they should decide to discontinue their membership.

### Membership Fee

For the 3-month term of the membership, the monthly membership fee is \$70.00 To reduce administrative costs, members are required to set their payment on monthly draft, and the draft shall be set on the 1st day of each month to ensure it doesn't attempt to post before the charge posts. If the draft is returned, a penalty of \$35.00 will be assessed and will be due with the regular payment. If the member fails to pay any installment of the membership fee on the first day of the month it is due, he or she shall be in default of this agreement and subject to remedies determined by Rec Room at its sole discretion. Any accounts not paid by the 5th of the month shall assess a \$5.00 late charge. Should Members desire to continue membership beyond the initial term, membership shall continue on a month-to-month renewal basis at the rental rate set by Rec Room.

One-Time Use for non-members: Rec Room may be reserved for a one time use at an hourly rate of \$45.00 per hour with a two hour max, unless prior approval is given by the operator for events lasting longer than 2 hours.

Members are granted one free private use of the space monthly. After the free use (up to two hrs.) the rate for members is \$25.00 per hour.

Nonprofit rental rates are \$35 per hour.

Reservations will be made by contacting Administration at 252-388-8020 or emailing [Recroom@stationsquarenc.com](mailto:Recroom@stationsquarenc.com)



# REC ROOM

## MEMBERSHIP AGREEMENT

### Electronic Entry

Members will access the entrance on Main St. and Church St. using an individually assigned and monitored fob issued upon their acceptance. Members are responsible for always maintaining possession of their fob. Lost or stolen fobs should be reported IMMEDIATELY. Do not lend your fob to other individuals. If a membership is cancelled or terminated, the member is expected to return the fob. Lost key fob replacement 1st time - \$25.00 after the first replacement the fee is \$35 for replacement. Fobs are to be returned once membership is cancelled. Failure to do so will result in a \$25.00 charge.

### Hours of Operation

Rec Room is opened to members 24 hours a day, 7 days a week.

Mail/deliveries: Virtual Offices are available for an additional \$100.00 a month. A virtual office includes a dedicated post office box for the member.

☐ Yes, I want a Virtual Office ☐ No, I do not want a Virtual Office

Internet: Passwords can be found throughout Rec Room. Member will also be given Wi-fi information upon submission of signed membership agreement.

### Trash/Cleaning

There are several trash cans throughout the space. Please use them. The cleaning service comes as scheduled but the space gets messy when members neglect to clean up after themselves. If you bring in outside food, please take the trash out when you are finished, wipe down all utilized

surfaces, and carpets are vacuumed. Dumpsters are located at the front of the building (Church St entrance) just past the patio seating.

### Noise:

Rec Room is a fun collaborative and engaging space, and we want you to enjoy interacting with your co-workers. If you need to take a call or need privacy while co-working, please use the telephone booth located inside of Rec Room. Members should always be considerate of others and try to avoid being disruptive.

### Parking

Parking is available in the front of the building at the Church St. entrance and on Main St.



# REC ROOM

## MEMBERSHIP AGREEMENT

### Safety/Security

Please exercise caution when working in Rec Room after dark, especially when working alone. If you are working late and feel unsafe, do not hesitate to call the Rocky Mount Police Department and have an officer escort you to your car or home. The non-emergency number is 252-972-1411. While Rec Room is a secure location and you can trust the people here, please do not leave belongings unattended for long periods of time, especially overnight. Landlord assumes no responsibility for lost or stolen items. Members are encouraged to obtain an insurance policy (renter's insurance) for extra protection for their items.

Please be reminded that Rec Room assumes no responsibility for any items you choose to store on-site. Also, be advised that it is a shared space, and we cannot guarantee other members will not use these items as well. It is encouraged that members do not leave any personal belongings behind unattended.

In exchange for the right to use Rec Room and related facilities (collectively, the "Premises") pursuant to this agreement, you (the "Member"), to the fullest extent allowed by law, waive for yourself and your executors, administrators, assignees or heirs, any and all rights and claims for damages, losses, demands and any other actions whatsoever, which may arise against Station Square, and any of its, employees, directors, officers, managers agents, affiliates and contractors, including but not limited to any and all injuries, damages or illnesses suffered by Member and/or Member's property, which may, in any way whatsoever, arise out of, be related to or be connected with Member's use of and presence on the Premises. To the fullest extent allowed by law, Member on behalf of himself or herself and his or her executors, administrators, assignees, or heirs, hereby expressly release Station Square and all of its, employees, directors, officers, managers agents, affiliates and contractors from any and all such claims. Member hereby expressly assumes all risks of entering the Premises and taking part in any activities on the Premises.

To the fullest extent allowed by law, Member agrees to indemnify, hold harmless and defend Station Square and all of its, employees, directors, officers, managers agents, affiliates and contractors from any and all fault, liabilities, costs, expenses, claims, demands or lawsuits arising out of, related to or connected with the Member's use of and presence on Premises, and should any such fault, liabilities, costs, claims, demands or lawsuit arise or be asserted in any way whatsoever related thereto, whether arising under the laws of the United States, any state, or under any theory of law or equity, Member will indemnify, hold harmless and defend Rec Room and all of its, employees, directors, officers, managers agents, affiliates and contractors from any and all costs, expenses or liability including, but not limited to, the cost of any settlement or judgment made or rendered against Rec Room and all of its, employees, directors, officers, managers agents, affiliates and contractors, together with all costs of court and other costs or expenses incurred in connection with any such claim, demand or lawsuit, including attorneys' fees.



# REC ROOM

## MEMBERSHIP AGREEMENT

All damage or injury to Rec Room caused by any willful act or negligence of the Member, its agents, employees, licensees, contractors, invitees, or visitors, shall be repaired by Landlord at the Member's sole expense, and Member shall reimburse Landlord for all costs and expenses thus incurred by Landlord within thirty (30) days after receipt of invoice from Landlord.

Members MAY NOT erect or install any sign, display, promotional material, or other objects on or about Rec Room and the building in which such premises are located without the prior written consent of Landlord. Further, Member shall NOT make any alterations, repairs, additions, improvements, or other changes in the Rented Premises without the prior written consent of Landlord. All permanent fixtures and electronics, including permanent shelving installed by Member during the term of this Lease, shall be deemed to have attached to the Real Estate and to have become the property of Landlord. Member shall remove any or all of such property if Landlord demands that Member effect such removal. In the event that such removal is demanded, Member shall repair all damages to the Leased Premises and restore such premises to the condition in which they were at the Commencement Date. Member shall not have the right to transfer, mortgage, encumber, assign, or sublease all or any part of the Premises. Member further acknowledges and agrees that he or she has read, understands and will AT ALL TIMES abide by this agreement. Memberships are also assignable by Landlord to other entities that in the future may act as manager of Rec Room.

### REC ROOM COVID-19 Considerations

1. Sanitation Station accessible to all upon entering Rec Room. This includes wipes, hand sanitizer and masks available for all who need.
2. Cleaning and Disinfecting Policies WIPE YOUR SPACE prior to departure. Wipes are available. Daily cleaning schedule by Rec Room staff)
3. Space is large enough to accommodate social distancing.
4. Contract Tracing: Anyone who tests positive for COVID should notify us by email at [recroom@stationsquareenc.com](mailto:recroom@stationsquareenc.com) and include date and time of Rec Room visit. Members who were in the space during the time of exposure will be notified via email.
5. Masks are not required but highly recommended if you are not vaccinated.
6. Rec Room asks that if you are not feeling well or if you have a fever, please do not visit Rec Room until you are well.

As always, if you have any questions about Rec Room, resources, or events; please do not hesitate to contact us!



# REC ROOM MEMBERSHIP AGREEMENT

By signing this agreement you are agreeing to abide by the terms and use of the Rec Room Co-working space as outlined.

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Rec Room Operator

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Operator Printed Name

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Member Name

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Email

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Member Signature

-----  
Member Phone Number

-----  
Member Address

-----  
Business Name

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Co-working space Intended Use



# MEMBERSHIP APPLICATION

NAME:

HOME ADDRESS:

PHONE NUMBER:

EMAIL:

COMPANY/BUSINESS NAME:

POSITION:

WEBSITE:

INDUSTRY:

BRIEF BUSINESS DESCRIPTION:

IS IT OKAY TO SHARE YOUR COMPANY, NAME AND  
WEBSITE ON SOCIAL MEDIA AND IN REC ROOM  
BUSINESS DIRECTORY?

YES\_\_\_\_\_

NO\_\_\_\_\_

Once completed please return application to rec room at 301 S.  
Church st Rocky Mount, NC 27804

# REC ROOM RULES

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- Please adhere to the terms of the membership agreement at all times.
- We understand that remote workers and entrepreneurs are also parents, unfortunately children are not allowed.
- Pets are not allowed in Rec Room.
- Guests must check-in at the front desk to obtain their Guest Pass. Guest pass is due to the front desk upon departure. Lost guest pass \$5.00
- Members are allowed to bring a guest for meeting or project collaboration. Members are limited to 2 guests pass per month.
- Guest passes are good for one day and guests must be accompanied by member.
- Be respectful, courteous and mindful of the other members.
- Do not engage in any unlawful or illegal activities.
- Rec Room does not tolerate any hate speech, or sexual harassment. Members found in violation will have their membership terminated.





**THANK  
YOU**

Rec Room

252-388-8020

[recroom@stationsquarenc.com](mailto:recroom@stationsquarenc.com)