

Please be aware that while some of the COVID-19 restrictions have been lifted if you are experiencing symptoms you must wear a face mask while in the facility at all times.



WVSU EDC MEMBERSHIP APPLICATION

Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alt. Phone: _____

Email: _____

Driver's License #: _____ Date of Birth: _____

No one under the age of 18 is permitted without being accompanied by a parent/guardian.

Access Code Assigned (for office use only): _____

Company/Organization Name: _____

Company/Organization Description: _____

Mailbox Needed No Mailbox

Select

Membership Plan: ALL ROOMS MUST BE RESERVED

- Business Plan** (2 Partners) - \$25.00 per month with 6-month membership agreement
- Access to facility Mon-Fri 8:30am-8:30pm and Sat by appointment (must give 2 weeks notice).
 - Access to open work bar, computer stations, Wi-Fi and conference phone
 - Access to Shared Office for 8 hrs. per week **or** Meeting Space for 5 hrs. per week
 - Access to networking and consultations opportunities among co-workers & events
 - Business Services- Stamps/envelopes, copy /fax/scan (**limited to 50 copies/mo.**)*
 - Usage of facility's mailing address for business purposes
- Studio Plan** (2 Partners) - \$50.00 per month with 6-month membership agreement
- Access to facility Mon-Fri 8:30am-8:30pm and Sat by appointment (must give 2 weeks notice).
 - Access to Voice or Capture Studio for 10 hours per week
 - Unlimited Access to Editing Room when available
 - Access to Shared Office or Meeting Space for 5 hours per week
 - Usage of facility's mailing address for business purposes
- Office Tenant** (2 Partners) - \$300.00 per month with a 12-month lease agreement
- Private, furnished office space with dedicated phone line and high-speed internet
 - Access to facility Mon-Fri 8:30am-8:30pm and Sat by appointment (must give 2 weeks notice).
 - Access to Meeting Space for 5 hrs. per week
 - Business Services- Stamps/envelopes, copy/fax/scan (**limited to 75 copies/mo.**)*
 - Usage of facility's mailing address for business purposes
- Additional photocopies, computer printing and faxing at 10 cents per sheet**

****Due to Covid-19 restrictions, we will operate on limited hours of Monday-Friday 8:30am-8:30pm. In addition the WVSU EDC will be closed on Sundays until further notice.**

WEST VIRGINIA STATE UNIVERSITY ECONOMIC DEVELOPMENT CENTER

Tenants and Co-Working Members: Only one code is provided with your plan. You can request your partner be granted an access code for an additional \$10.00 fee. The tenant/co-working member cannot share their code with anyone; including partners. Sharing your code is a violation of the policies and procedures of the EDC and can result in your membership being terminated without refund of payments made.

Membership Start Date: _____ **Membership End Date:** _____

Payment Schedule:

- Invoice monthly; Payment due on the 1st of each month.
- Cash is accepted in person only
- Credit, Debit, Check or Money Orders are acceptable payment methods.
(Make Check/Money Order payable to: WVSU EDC)

I, _____, hereby acknowledge that I have read and understand the Coworking Membership Plan details and the EDC Policies & Procedures and further agree to be bound by these terms regarding my participation in and use of the EDC facility and services. I understand that failure to abide by these terms may result in termination of agreement and facility access and forfeiture of monies paid.

Member Signature: _____ Date: _____

EDC Rep. Signature: _____ Date: _____

For Office Use Only:

Building Tour Completed on: _____ *By:* _____

Equipment Training conducted on: _____ *By:* _____

Was an access code assigned? _____

Policies & Procedures version _____

Additional Notes:
