



## HatchLab Member Agreement

### Hatch Mission

The Mission of Hatch is to provide critical space and programming for social innovators and those who provide needed support. It is designed to allow for experimentation, cross-pollination, and community solutions. It is to be a safe house for risk takers and bold ideas. Hatch Innovation is curating this space to meet its mission, and retains sole responsibility for the community's well-being.

### Terms and Conditions of Hatch Membership

These Terms and Conditions outlined below govern membership in and use of Hatch, including access to Hatch, its members, resources, and physical spaces. Hatch members agree to these Terms and Conditions. Member agrees on behalf of self (whether individual or company) and all of its' employees, agents, guests, or invitees (hereinafter "Licensee" or "it") by entering into a Member Agreement with Hatch Innovation (hereinafter "Hatch" or "Licensor") agree to abide by the following terms and conditions.

### Modification of Terms

You acknowledge that Hatch Innovation/Hatch staff may revise the Community Guidelines\* from time to time. By continuing membership in Hatch you agree to be bound by the revised and current Community Guidelines. Whenever the Community Guidelines are updated we will notify you that changes have been made through the weekly newsletter, Good Morning Monday.

### Membership in Hatch

All tenants and co-working members are members of Hatch. Members have access to the spaces and resources within Hatch, including workshops and events. Acceptance into Hatch Membership, as well as acceptance into any tenant spaces, is based on a range of variables which Hatch

Innovation and Hatch staff use at their discretion in order to cultivate the Hatch community. All decisions are final.

## Membership Guidelines

Membership in Hatch depends on clear guidelines for community enjoyment and productivity. The following may be cause for termination of membership.

### **Members may not:**

- Maintain or store inventory upon the premises other than usual personal belongings or professional tools.
- Use the Premises for illegal, unethical, or purposes damaging to others.
- Tamper with, borrow, or remove property kept in another Member's area, including storage areas maintained by Hatch Innovation.
- Cause or permit any hazardous substance to be used, stored, generated, released or disposed of on or in the Premises. "Hazardous" shall be determined in sole discretion of Hatch.
- Act in a manner that, in the sole discretion of Hatch staff, does or is likely to adversely affect the peaceful operation and enjoyment of the premises of Hatch, or the building, including without limitation creating any disturbance to occupants of the Hatch premises or the greater building or their employees, licensees, guests or contractors.
- Allow non-members access to the building during or after hours unless it is a pre-approved event or meeting. Any non-members on site for an event sponsored by a member are the sole responsibility of that member.
- Directly solicit products or services to Hatch members in the space, nor use Hatch member contact information for sales lists without the express consent of the member. Hatch is a no sales zone, including marketing unsolicited products or services.

### **Licensee understands and agrees that:**

- In order to end or downgrade a current membership, notice must be provided prior to the next billing cycle. Note that it takes 48 business hours to implement any changes.
- Individual memberships may not be shared with other parties. Space allocation is based on anticipated usage of that space.
- Six and twelve-month membership contracts must be maintained at the contracted level or above for the full period of time.

- A Space License (co-working membership) with Hatch does not constitute a lease, but is rather a license between Hatch and the Licensee for monthly licensing of a given space and common area (office tenants have an additional sublease directly with Hatch, which is a separate agreement). Hatch may terminate this license at any time and for any reason, provided they refund any amounts Licensee has already paid for future occupancy.
- Any key(s) that Licensee is provided are exclusively for Licensee's purposes and may not be shared with anyone else without the express written permission of Hatch. Licensee understands and agrees to pay a fee of \$100 for an unreturned key.
- Licensee is responsible for ensuring that all guests invited into the space comply with the policies outlined in this document. Fees for cleaning up after a guest or ongoing breach of responsibility will be levied.
- Licensee must maintain any private area and all common areas in a neat, clean and sanitary condition. The common areas may be restricted from general access from time to time for events or other activities. Hatch shall aim to limit this impact on access, and inform Licensee of upcoming restrictions.
- Neither Hatch nor their respective agents shall be liable for, and Licensee agrees to defend and hold Hatch and their respective agents harmless from, any claim, action and/or judgment for damages to property or injury to persons suffered or alleged to be suffered on the Premises by any person, firm or corporation. Licensee shall indemnify, defend and hold Hatch harmless from and against all loss, cost and expense, including attorneys fees, arising from any act, omissions of negligence of Licensee or its officers, contractors, licensees, agents, servants, employees, guests, invitees or visitors in or about the Property. The foregoing provisions shall not be construed to make Licensee responsible for loss, damage, liability or expense resulting from injuries to third parties caused solely by the gross negligence or intentional misconduct of Hatch or their officers, contractors, licensees, agents, employees of other tenant of the Property.

## Additional Guidelines

### People

Members are our first line of communication – ambassadors demonstrating the effectiveness of social enterprise in the face of today's most challenging social and environmental problems. As a member, we hope you will represent Hatch and its mission as a positive ambassador.

**Visitors:** If your visitors would like to work from Hatch after your meetings, please offer them a Day Pass, which can be purchase at the front desk. Please see the Community Guidelines\* for pricing information on Day Passes.

## Meetings

**Conference Room:** Members may use the meeting rooms and the conference room free of charge, within the allotted amount of hours (please see the Community Guidelines\* for more information). As described in the individual membership plans, members may rent the meeting room for a discounted rate for any usage beyond the allotted time. Meetings that are any meeting or workshop that is charged will require a room rental fee (the discount applies here also) to be arranged prior to the meeting. Please book here:

<http://hatchthefuture.org/hatchlab-pdx/book-a-room/>

Members may not offer the use of meeting and conference spaces to external organizations. Please refer interested parties to the Hatch staff ([info@hatchthefuture.org](mailto:info@hatchthefuture.org)).

### Shared space:

**Keeping the space clean:** Please respect the space, and the furniture. If you move furniture for any reason, please return it once you're done. Please clean up after yourself; please dispose of all trash and wash and return your dishes to the kitchen.

**Noise:** Please keep from making excessive noise –When you are holding a meeting in the main space, please be cognizant of the volume. If you are planning on having a heated debate, please use book one of the conference meeting rooms. If you are planning on having a meeting with more than five people, please book a meeting room at to keep the noise level in the Great Hall low. If someone is being disruptive, politely let them know, or find a Hatch staff member in the Hatch Innovation office. “Walking the halls” for meetings is disruptive to others.

**Cell phones:** Two “cell-phone” rooms are available for you to duck into during extended/loud calls. Please see the Community Guidelines\* for more information.

**Mailboxes:** Only full-time members (who have paid for 6 months of membership in advance) will receive a mailbox key and their own mailbox. If you are not a full time member (who has paid for 6 months of membership in advance), please do not have mail sent to HatchLab PDX.

**The Shed and The Cabin:** Use the Website to book the meeting rooms. Please wipe down the white boards after use. Please see the Community Guidelines\* for more information on the number of allotted booking hours.

**Conference Room:** All conference room users must read and follow the Conference Room Guidelines which are posted inside of the Conference Room wall, near the entryway. Please see the Community Guidelines\* for more information on allotted booking hours. Hatch staff reserves the right to change or reallocate conference rooms to balance out the needs of the full community.

## Collaboration and Communication

**Internet:** Please refrain from conducting personal, bandwidth-intensive activities (e.g. streaming movies unrelated to work) at Hatch, to allow working members to get the most from the network.

**Events and calendar:** Members can request to add events to the Hatch calendar by submitting them to [info@hatchthefuture.org](mailto:info@hatchthefuture.org).

**Good Morning Monday** Members will receive a weekly newsletter called “Good Morning Monday”. This is a great chance to read about upcoming workshops and events, new members, resources, offers, achievements and award and it is also a chance for you to add in anything you’d like the Hatch community to know. Please send any announcement to [info@hatchthefuture.org](mailto:info@hatchthefuture.org) on the calendar page on the Hatch site. After administrator approval, the event will appear on the Hatch calendar.

**Twitter:** Use the hashtag #hatchpdx to help us get the word out. Twitter: @hatchthefuture

**Facebook:** [facebook.com/hatchthefuture](https://facebook.com/hatchthefuture)

## Food and Drink

**Kitchen area:** Eat at the tables, or in the kitchen area and serve food and beverages there. Please clean up all spills. There are clean rags in a box on the floor of the clean up room.

**Fridge:** Unlabeled and/or expired food goes into the garbage or compost on Monday evening.

**Coffee and tea** are provided, as are utensils, plates, mugs, glassware etc. Please don’t use plastic silverware and plates – we want to minimize waste and maximize sustainability.

## Dogs

Office tenants **only** may bring their dogs into Hatch, as there is private space in their offices.

## Events

Please refer to the event guidelines [event guidelines](#)

(<http://hatchthefuture.org/hatchlab-pdx/event-space/>)for detailed information.

## Cleaning

**Cleanup room:** There is a cleanup room next to the Cabin for doing dishes. Wash and dry your own dishes as soon as you’re done using them, and put them back.

**Cleaners:** The Hatch co-work space and bathrooms are cleaned by a professional cleaning company on Friday evenings. Hatch Innovation manages office cleaning as well, and comments or complaints should be sent through our staff ([info@hatchthefuture.org](mailto:info@hatchthefuture.org)).

## Trash/Recycling/Compost

**Trash, Recycling and Compost service:** Trash and compost are picked up on Tuesday mornings; recycling is picked up on Wednesday mornings. Office tenants and fireboxes – please empty your recycling and trash into the large bins on Monday.

**Separation:** Let's aim for minimal trash – please put all recyclable and compostable waste into the correct bins.

## Security

**Front door hours:** The front doors are open from 9am - 6pm. After these hours, please leave through the side egress doors, which will lock automatically behind you. Until then, the doors will be set to open and close automatically except on cold days.

**Last one out:** If you are the last one out due to a late meeting, please exit through an egress door.

**Keys:** All office, Firebox tenants, and full-time members will receive a front door and mailbox key which are not to be duplicated for anyone other than officemates. Please see the Community Guidelines\* for more information on the fee for a lost key.

## Posting

**Posters:** A board for posters/notices is provided for Hatch members next to the bathrooms. If you want to post flyers in the front windows, or around Hatch, please talk to Hatch staff first.

**Stickers/decals** on windows/walls and other modifications must be discussed with Hatch staff first.

## Problems, Complaints, Questions, Recommendations

The Hatch team is here to help. Please come in and see us in the Hatch Innovation office, or email us [info@hatchthefuture.org](mailto:info@hatchthefuture.org) if you have any issues you wish to discuss.

## Commitment to the Community Guidelines

Tenant agrees that they have read and agree to comply with the Community Guidelines posted online

(<https://hatchthefuture.org/wp-content/uploads/2017/06/CommunityGuidelines-updatedJan2017.pdf>)

The community guidelines are subject to changes and updates. Hatch Innovation will notify all Members and Tenants of any materials changes through the weekly newsletter, Good Morning Monday. It is the responsibility of the Tenant to read the newsletter and to know and follow the Community Guidelines.

**I agree to abide by the Community Guidelines \_\_\_\_\_.**

## Signature

Please sign below, indicating that you agree to the terms outlines in this Hatch Member Agreement.

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

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

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