



THE ANNEX Rental Policies

Nondiscriminatory Policy

THE ANNEX does not discriminate on the basis of race, color, creed, religion, national origin, sexual orientation, gender, age, marital status, or physical or mental disability in its hiring, promotion, or student enrollment.

Definitions

Tenants are described as those individuals with a signed Lease Agreement for a term no less than 30 days. Collaborators are described as those individuals with a Receipt of payment for a Daily or weekly rental.

Office Space Rental

THE ANNEX offers multiple packages available for hourly, weekly or monthly rental. (Go to valleyannex.com for the most suitable option for you.) Full payment in advance is required to reserve a space. Payments must be made online at valleyannex.com. The Collaborator booking the room will be responsible for all charges, fees, or cancellations. Cancellation of booked space must be made at least 24 hours prior to the first date of booking. For cancellations made with FEWER than 24 hours advance notice, the renter is financially responsible for all fees. For cancellations made with 24 hour notice or more, the renter will be refunded in full with receipt of payments. A fee of \$50 will be assessed for any unauthorized space use.

Space Reservation and Payment

Reservation requests and payments must be made online at valleyannex.com. All Collaborators must be of legal age (18 years of age or older). We will confirm your booking and collect your credit card information via PayPal. Your PayPal receipt serves as proof of payment upon arrival.

For additional service payments a handling fee of \$30 will be charged for processing returned checks. If your check is returned more than once or if more than one of your checks is returned, you must pay all fees in full by cash or credit card before you will be allowed to acquire future services.

Past Due Balance On Services

An overdue balance will be assessed a \$30 late fee. Any account more than 60 days late will automatically be sent to a Collections Service. Balance will accrue interest at 1.5% per month.

After Hours/Weekend Key Checkout

THE ANNEX will be open from 8:00am to 5:00pm Monday through Friday. After hour and weekends rental facilities can be arranged. We can accommodate bookings for 3 hours or greater during weekdays or on weekends. Payment is due at time of booking. Arrangements must be made in advance with the Networking Office Manager to obtain the key no less than 2 days prior to booking date. If you cannot make it to the office during business hours before your rental, THE ANNEX will charge a non-refundable \$25 fee for delivering a key to you outside of business hours. We require a \$50 refundable Key Deposit in the form of a check or credit card number. The Key Deposit will be refunded in full provided the key is returned in the provided envelope and placed in the Drop Box no later than 48 hours following the booking date.

Code of Conduct

Any renter displaying threatening, intimidating, violent behavior, or who brings a weapon onto or around the premises may be dismissed and asked to withdraw without a refund. THE ANNEX reserves the right to refuse to register anyone who engages in disruptive or otherwise unacceptable behavior, including the use of illegal substances on or around the premises. Consideration of other Collaborators and Tenants include respect of privacy and minimal noise.

Children and Pets

Without prior approval or as part of approved programs, children under the age of 18 are not allowed during business hours. Children may be allowed for after hour and weekend rentals with prior approval. No pets are allowed on the premises.



Utilities

All building utilities including gas, electric, water, sewer and garbage shall be paid by THE ANNEX.

Services

- Printing/Fax.
Tenants will be afforded 10 copies per day with their rental. All Collaborators will pay \$1.00/copy.
- Mailing/Shipping.
UPS Store charges will be applied with an additional handling fee of \$5.00 per trip.
- Kitchen Facilities.
Use of the kitchen and free coffee are available to all Tenants and Collaborators during throughout the term of their booking/lease agreement.
- Trash
Tenant trash will be disposed of on a weekly basis.
- Storage.
Tenants may store non-perishable items in their offices for the duration of their lease. No storage is provided for Collaborators.

Tenant Guests

All Guests of Tenants and Collaborators are required to register with the Networking Office Manager upon arrival. A sign-in and sign-out sheet will be available at the front desk. Guests will be given a Guest Pass for the duration of their stay, which must be returned upon their departure.

Maintenance

No fasteners are allowed on any of the furniture, walls, windows or doors. Collaborators are responsible to remove items following use of an office or conference room. Cleanup required by THE ANNEX at the end of your rental will be charged a \$25 per hour clean up fee.

Please help us keep the offices and hallways organized and clean. Trash cans are provided in each office and in our common areas. Please sort your recyclable materials by appropriate bin available in common areas.

The furniture and in each office must match the posted list for each room at the end of your rental. Any damage to THE ANNEX's property (including furniture, walls, equipment, etc.) or to premises by a Tenant or Collaborator is the financial responsibility of that renter. Failure to leave offices clean and complete (including any missing or extra furniture, failure to remove materials, or leaving behind trash) will result in a clean up fee of a minimum of one hour.

Liability

Daily Collaborators freely and knowingly assume all risk incidental to renting collaborative space, offices, conference or teaching rooms. Renters understand and accept that THE ANNEX and its staff are not responsible for injury to persons or property related to renters business activities. As a renter, you hereby agree to indemnify, release, and hold harmless THE ANNEX, its officers, directors, employees, or agents from any liability arising out of or related to any activity, accident, or incident on the premises.