



## **Coworking Options**

### **Private Office – Day pass**

Choose a Monday or Friday to have a quiet and comfortable private office space to take a break from your home office. With a day pass you get:

- Access to a private office from 8:00 am to 5:30 pm for the day selected
- High speed internet
- Coffee, tea, mugs, fridge and microwave
- Basic office supplies (pens, pencils, scissors, paperclips)
- Free parking

### **Private Office – Monthly pass**

Enjoy the same benefits from the day pass for multiple days of the month when you purchase a monthly pass and enjoy an additional discount. With a monthly pass you get:

- Access to a private office for 4 days of the selected month (Mondays or Fridays only)
- All of the benefits from a day pass

### **Meeting space**

If you work from home and occasionally need to host meetings, small classes or trainings, we also have a space that can comfortably sit up to 12 people. You can reserve the meeting space for a minimum of 2 hours and up to 4 hours. With the meeting space option you get:

- Access to a quiet and private space to host your meeting
- 12 chairs and 3 tables
- High speed internet and AV capability
- Coffee, tea, mugs, fridge and microwave
- Basic office supplies (pens, pencils, scissors, paperclips)
- Free parking for up to 12 guests



### Please Note:

- Reservations need to be made with a minimum of 24 hours in advance. Availability is not guaranteed.
- Only Mondays and Fridays are available due to the center's programming.
- Private office is for single use only. While you are welcome to meet with a customer or colleague, the space is not intended to be used by multiple people working all-day out of the single office space.
- You are responsible for damages to the property or the amenities available at CREATE's offices.
- You are responsible for your guests' behavior and any damages they may incur while at the property and CREATE's offices.
- Payment is due at the moment of registration – when a day/month has been confirmed.
- Please note that the building doesn't have an elevator. We are located on a second floor.

### Prices

	Option	Fee
Private Office – Day Pass	One day access 8:00 am – 5:30 pm	\$25
Private Office – Monthly Pass	Choose any 4 Mondays or Fridays of a month	\$80
Meeting Space	2 hours block	\$100



## Reservation Form

To reserve coworking space please fill out this form, sign and send to Carolina at [cfuentes@createcentermh.com](mailto:cfuentes@createcentermh.com). You will receive an email confirmation if the space is available for the day/time requested. A separate electronic invoice will be sent immediately after.

Name:

Phone:

Email:

Date/Month	Option	Details	
	Private Office – Day Pass		
	Private Office – Monthly Pass		
	Meeting Space	2 hours <input type="checkbox"/>	# of guests
		4 hours <input type="checkbox"/>	

## Agreement

I have carefully read and understand the options and expectations stated in this document. I acknowledge that this is not a lease agreement or contract and that I am reserving access to a private office or a meeting space for a one time or month to month use.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date