



Coworking Membership Application

County 10's Mission is to "connect the community by engaging the influencers." To further this mission, we've opened our office space to become a community-driven workspace for "location-independent" professionals. Welcome to atWork by County 10!

Who can be a Member?

The shared office space utilized for atWork is provided through a partnership with County 10, Brunton Outdoor, IDEA, Inc., and Central Wyoming College.

This partnership supports a "community-driven" coworking model. atWork will thrive when there is a balance of industries, established professionals, entrepreneurs, teams, and individuals - an authentic professional community. Members are encouraged to build partnerships, share knowledge, make referrals and network, taking full advantage of the open and collaborative workspace.

To maintain this balance, atWork has an application and approval process. Please complete this packet, which will be reviewed by a committee representing the partners listed above.

Examples of businesses that won't work well here:

- Retail (except online driven retail)
- Foot traffic driven businesses. Appointments and meetings are expected and encouraged, but "walk-in" heavy businesses won't work well.
- Studios - we have no provision for photography or video studios on-site. However, photographers/videographers whose business is driven by off-site shoots would be perfect for atWork
- Online gambling businesses, businesses promoting indecent material such as pornography, etc.
- Businesses that require continual client privacy and/or continuous private telephonic communication.
- Businesses that use chemicals with noxious fumes, produce excessive noise (mechanical or otherwise) or require industrial equipment.

Membership Features

Below are some, but not all, of the benefits members receive as part of their membership:

Day Pass (\$25/day)

- Access to high-speed WiFi
- Conference Room usage (up to 1 hour, additional at \$25/hour, may not book ahead - see Conference Room Rental below for more options)
- Access to the workspace during normal Hours of Operation (7:30am - 5pm M - F, excluding holidays) and when an atWork Manager is present.
- Access to kitchen, including free coffee, drinks and office snacks
- Free printer/scanner/copier services (additional charges may apply for high usage)

“Hangout” Membership (\$125/month/member)

- All of the above plus...
- Conference Room usage as available
- Free admission to atWork events held in the space
- Access to locker room and showers
- Mail and Package Service
- Membership Card which may earn discounts and perks at local establishments

“Homebase” Membership (\$450/month - One additional Member from the same company may be added for \$125/month. Need more? See “Team Pricing.”)

- All of the above plus...
- Dedicated office space with 1 desk, 1 chair and storage cabinet
- 24/7 Access
- Access to locked storage (as available)
- Flexible payment methods

Team Pricing

- atWork has a limited number of suites and spaces suitable for teams of 3+. Pricing is customized based on needs, request a quote.

Virtual Office Space (\$40/month)

- Use of physical address for business purposes.
- Name listed on Main Entrance directory
- Mail forwarding service available for additional charge (contact us for options)
- Actual use of space will require a prorated membership fee as above, or Conference Room Rental fees.

Conference Room Rental

- atWork Coworking is focused on serving our Members first. Day Pass Members can utilize the conference room, when available, at no additional charge. They may not schedule ahead.
- Booking the Conference Room for a specific non-member hosted meeting is \$50 for the first hour and \$25 per hour thereafter.

Note: The atWork space has locking and non-locking offices. Non-locking offices come with lockable cabinets.

Payment Terms

- First month's payment due at sign-up, and pro-rated if necessary.
- Payment is due on or before the 1st of every month thereafter unless 1-month notice of cancellation has been given.
- Automated credit card payment is required for Hangout Members and Virtual Offices.
- Homebase Members may opt-out of auto payment and pay with cash or check, due on or before the 1st day of each month. A \$10 per day late fee will be assessed beginning on the 6th day of each month.
- 1-month notice is required to end your membership and stop future payments.
- We accept Visa, Mastercard, AmEx, and Discover

Primary Contact Information

Name:

Address:

Phone:

Email:

Company (if applicable):

Company Owner (if applicable and other than self):

Industry:

Website (if applicable):

How did you hear about atWork?:

Additional Member Information OR Emergency Contact

For Teams of more than 2, please use an additional sheet to list info for all Members applying.

Name:

Phone:

Email:

Business Information

Describe your business:

How long have you been in business? _____

Do you use any specialized equipment? If yes, please describe.

Please list contact information for 2 Business References:

Choose A Membership Level

___ Day Pass (\$25/day)

___ Virtual Office (\$40/month)

___ Hangout (\$125/month), with first month prorated

___ Homebase (\$450/month)

___ Team (\$ _____/month for ___ Members)

Payable Today

I agree that Kairos Communications, LLC dba atWork may charge my credit card a prorated Membership Fee in order to begin my Membership. My Membership will start on:

The ___ day of _____ 20___. Amount to be charged: \$ _____

Monthly Payments

I further agree that Kairos Communications, LLC may charge my credit card \$ _____ per month via automated credit card transaction on the first day of each month.

Pro-rated amount paid today: \$ _____ Amount due on or before the 1st of the Month: \$ _____

I agree that the above information is true and correct and I understand that, if approved, I must fill out the Membership License Agreement (Virtual Offices are exempt from the License Agreement and this document will serve as the limit of benefits to that option.

Signature _____ Date _____

Return to us via email at atwork@county10.com or in person at 2255 Brunton Court, Suite A, Riverton, Wyoming 82501.