

## **WUSA Headquarters Flexible Workspace Agreement**

### **Evolve Medical Group Contact Information**

Sandra Gonzales, Co-Owner  
210-825-0218

### **Women Unlimited Contact Information**

Brenda Anz, Owner  
210-296-8968

WUSA Headquarters Flexible Workspace and Media Room  
Empowering Entrepreneurs with Flexible Co-working Spaces and Podcast studio at  
Evolve Texas Medical Group, 8721 Botts Lane, San Antonio, Texas (Upstairs)

### **Common spaces for Connection, Communication, and Collaboration**

**Operating Hours:** Monday - Friday from 9 a.m. to 5 p.m. and Saturday from 9 a.m. to 3 p.m.

### **WUSA Members Common Workspace**

**Price:** \$50 per month access to open are work spaces.

### **Private office - Empowering Workspace**

**Price: \$800 and up** Depending on the size of the office.

**Description:** Elevate your workspace with our furnished office spaces, available for monthly rentals ranging from \$800 and up. Reserved for those seeking a more private and personalized work environment. There are 8 offices to choose from.

### **8 Office Spaces Available:**

- #202 is 11x12'
- #203 is 11.5x12'
- #204 is 11x12'
- #207 is 11.5x11.5'
- #208 is 11.5x11'
- #209 is 11.5 x12'
- #227 is 8x11.5'
- #228 is 8x11.5'

**Description:** Our open seating option offers a casual setting on a first-come, first-serve basis, fostering collaboration among members. Ideal for new entrepreneurs and those who value workspace flexibility. Basic level memberships provide access to common areas from Monday to Friday, 9 a.m. to 5 p.m., and Saturdays from 9 a.m. to 3 p.m.

### **Membership Perks:**

- No contractual commitment
- High-Speed Wi-Fi
- Event Space Access
  - First come first serve availability for reserving the event space
  - Seats 60
  - Once per month 4 hours (additional hours upon availability at \$100 per hour)
  - \$100 refundable clean-up fee
    - Deposit due prior to every event
    - Check/Cash deposit is returned after inspection of event area.
    - Facilitator is responsible for clean-up.
    - Basic housekeeping is expected: Sweep, pick up trash, arrange tables and chairs, leave the event space as you found it.
    - Sweeping and Mopping is **required** for any event that serves food.

### **Flexible Conference Room Access**

You can reserve the conference room for up to 4 hours each month. If you need more time, extra hours will incur additional charges as follows:

- San Antonio (seats 15) \$35 per hour
- Tokyo (seats 5) \$25 per hour
- New York (seats 6) \$30 per hour
- Complimentary coffee and water
- Private work pods with electric, USB, and wired/wireless internet connections
- Relaxing open lounge area
- Break Room
  - Microwave, coffee maker, refrigerator, toaster oven, table, chairs, ice maker
- Free Parking
- Outside food & drink allowed.
- For safety reasons, **NO CHILDREN ALLOWED**

### **Co-working Space Options (open seating areas):**

- Event space/common area is 22.5' x 52'
- Common area is 38.5' x 14'
- Break room is #225
  - Microwave, coffee maker, refrigerator, toaster oven, table, chairs, ice maker

### **Conference Room Options (Reservation Required):**

- San Antonio Conference Room #212 is 13.5x24'
  - Seats about 15 people
- New York Room #206 is 9.5x16.5'
  - Seats about 6 people
- Tokyo room #201 12x11.5'
  - Seats about 5 people

### **Event Space Reservation Guidelines**

- Members can reserve the event space once a month.
- The reservation can be for a duration of 1 to 4 hours.
- The booking duration should match the length of their event (e.g., 1-hour event, 2-hour booking).
- This space can seat 60 people or accommodate up to 80 people standing.
- Setting up and cleaning up must be completed during the time you've reserved. Events may be booked back to back.
- Evolve Medical Group is a Women Unlimited sponsor. They will address the audience for 2 minutes regarding their services and specials at all events.

### **Media Room Guidelines:**

- Offered at \$50 per hour to go live on WUSA social media platform that has over 10k members.
- One hour - includes set up, your show, and clean up.
- You are paying for a specific time slot.
- We require a 24 hour cancellation notice to allow us time to fill your slot. You are welcome to switch with someone else's spot.

Fill out Google form if interested

[https://docs.google.com/forms/d/e/1FAIpQLSexojEs0ljMKNZEL4zozGfE8UE25QNGNLk6wBZ5M\\_FILjuXIQ/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSexojEs0ljMKNZEL4zozGfE8UE25QNGNLk6wBZ5M_FILjuXIQ/viewform?usp=sf_link)

### **Optional Social Media Services:**

Streamyard: Professional live streaming and recording studio management

Managed by: Maria Rendon w/ Digital Vida Virtual Assistant Services

- To get this extra Service & make Payment Call Maria at 210-683-1114

### **Onboarding Forms:**

A background check is required. To ensure the safety of all members, onboarding forms are required, including questions about any felony or misdemeanor convictions and any history of fraud.

### **Ways to Pay:**

- Routing and account number for EFT
- Credit card information recurring payments
- \*NO REFUNDS
- Prepay in advance for two months or more

### **Workspace Norms**

Failure to adhere to these expectations can result in immediate cancellation of your membership without notice.

- Noise Level: This is a work place, please be aware of others conducting business either by phone or in this space and be mindful of noise level.

- Cleanliness: To maintain a professional and clean workspace for all members and their guests, please be courteous by cleaning up after yourself and ensuring all spaces, including the bathroom and breakroom, are kept tidy and clean.
- Community Engagement: Participate in community events, networking opportunities, and support the co-working space's culture.
- Safety: Follow all safety guidelines and emergency procedures, such as fire exits and evacuation plans.
- Security: Respect access control and security measures, ensuring the space remains safe for everyone.
- Membership Rules: Familiarize yourself with and adhere to the specific rules and regulations of the co-working space.
- Respect for Others' Workspaces: Avoid using or touching others' belongings or work areas without permission.
- Collaboration: Encourage collaboration and networking with fellow members, but be mindful of their privacy and boundaries.
- Guests: If you have guests or clients, inform the co-working space staff and ensure your guests adhere to the space's rules.
- Respect Shared Spaces: Keep common areas, such as kitchenettes, lounge areas, and meeting rooms, tidy and clean. Dispose of trash and used dishes properly.
- Meeting Rooms: Reserve meeting rooms in advance, and respect the allocated time slots. Ensure the room is left in good condition after use.

## FAQ

- Will outside food and drinks be allowed?
  - Yes, but we ask that you clean up before you leave.
- Will there be basic printing services?
  - No
- How will the scheduling be handled to avoid conflict?
  - Shared calendar
- Are there any specific rules we should be aware of? **Yes, No small children allowed. NO SMOKING allowed inside of building.**
- Are there any building-specific regulations or codes that we need to adhere to?
  - No
- Are there any restrictions on signage, decoration, or branding within the building?
  - Stand-alone signage for rented offices
- Are there any liability concerns we need to consider?
  - Women Unlimited and Evolve Medical Group are not responsible for any injuries, theft, or damages on the premises.
- What are the building's emergency procedures, and how should our members respond in case of emergencies?
  - Follow marked emergency exits
- Can we host events or workshops within the building? Yes
- and are there any restrictions on this? Must speak to Sandra to verify availability and book event.

### **Exhibit A - Media Room Option**

If the Member opts for Media Room access, an additional charge of \$50.00 per hour will apply. Time must be reserved prior to payment being made to ensure availability. Payment for Media Room access shall be made in accordance with the terms outlined in Section 6.1 of this Agreement. By selecting Media Room access, the Member agrees to the additional charges and terms.

You may cancel at any time with a 30 day written notice.

## **WUSA Office Space Membership Agreement**

This Co-Working Space Membership Agreement ("Agreement") is entered into by and between Evolve Texas Medical Group hereinafter referred to as the "Provider," and the undersigned member, hereinafter referred to as the "Member," collectively referred to as the "Parties."

### **1. Membership Term**

1.1. The initial term of this Agreement shall commence on the Membership Start Date stated in WUSA Office Space Access Form and continue on a month-to-month basis until terminated by either party.

### **2. Termination**

2.1. Either party may terminate this Agreement with a written notice of thirty (30) days.

### **3. Background Check**

3.1. Member represents and warrants that they have not been convicted of any felony or misdemeanor charges related to theft or fraud.

### **4. Rights and Responsibilities**

4.1. The Provider grants the Member access to the co-working space during the membership term.

4.2. Member shall comply with all rules and regulations of the co-working space as communicated by the Provider.

4.3. The Provider reserves the right to terminate this Agreement and revoke membership in the event of any violations.

### **5. Payment**

5.1. Member agrees to pay the monthly membership fee by the due date stated on the invoice.

### **6. Liability, Insurance, Cleanliness, and No Children Policy**

- 6.1. The Provider shall not be liable for any loss or damage to Member's property.
- 6.2. Members are encouraged to obtain their insurance coverage for their belongings.
- 6.3. Members are responsible for maintaining cleanliness within the co-working space. This includes placing trash in designated bins and promptly informing staff of any spills to ensure prompt cleaning.
- 6.4. For the comfort and productivity of all members, we kindly request that no children be present in the workspace area.

**7. Confidentiality**

7.1. Member agrees to maintain the confidentiality of sensitive information shared within the co-working space.

**8. Amendments**

8.1. The Provider reserves the right to modify the terms of this Agreement upon thirty (30) days' written notice.

**9. Governing Law**

9.1. This Agreement shall be governed by and construed in accordance with the laws of Texas, USA.

**10. Entire Agreement**

10.1. This Agreement constitutes the entire agreement between the Parties and supersedes any prior understandings or agreements.

**11. Execution**

By signing the WUSA Office Access Form, the Parties acknowledge their understanding and acceptance of the terms and conditions of this Agreement.

**More Information:**

\*\*For full info on the WUSA Workspace go [here](#).

\*\*To Be a Sponsor for the Empowering Connections go [here](#)

\*\*For full info on the Media Room go [here](#).

Meet the Team:

Brenda Anz	Zira Collins	Maria Rendon	Linda Medina