



Creative Manitoba is a shared work-space for individuals and businesses that value creativity, collaboration and community. It's a place to make connections, share ideas, encourage peers, be inspired and work hard to move a creative venture forward. Key to the success of our space is an environment where everyone feels welcome, comfortable and empowered.

Creative Manitoba tenants acknowledge and fulfill our guiding principles:

- Respect—for each other, Creative Manitoba staff and the space
- Openness—to making connections, collaborating and being part of a community
- Sharing—of ideas, expertise and energy

We select tenants with the potential and desire to contribute to our creative community.

To facilitate this selection process, please respond to the following:

Attach separate pages if necessary

Contact name: _____

Organization/project name (if applicable): _____

Address: _____

Email: _____

Phone number: _____ Website: _____

How did you hear about us? _____

What do you hope to contribute to being part of Creative Manitoba? (workshops, panels, classes)

Tell us about yourself (or your organization)—What do you do? How and why do you do it?

Notes:

Creative Manitoba grants you a revocable, non-exclusive license to enter and use a hot desk or private office for the term.

First day of rental period: _____ Last day of rental period: _____

Hot desk or office space:

Hot desk: # of hot desks _____ x _____ hours \$ _____ = _____

Private office: office number _____ \$ _____ / mth x _____ mths = _____

Private office: office number _____ \$ _____ / mth x _____ mths = _____

Month-to-month contract

One year contract

Total rental _____

Mailing address (six month minimum):

Six months: \$90

One year: \$180

Total mailing _____

Creative Manitoba annual membership fee:

Current member—expiry date: _____

Individual \$25

Organizational \$100

Total membership _____

Total amount due:** _____

Amount due upon signing: _____

Balance owing: _____

***Payments accepted by cash, cheque, Visa/Mastercard*

Shared amenities—included with rental fees

- Shared reception services
- Use of boardroom
- Weekly cleaning of shared spaces
- Cleaning supplies
- Photocopier access (see below for fee)
- Printer access (see below for fee)
- High speed wireless internet access
- Shared kitchen facilities
- Coffee/tea/water

License agreement

You agree:

- To pay the license fee and other applicable fees on the first business day of each month.
- To abide by the attached tenant co-operation policies. Creative Manitoba reserves the right to change the policies from time to time. You shall be given reasonable notice of any such changes.
- To meet with visitors only in the designated meeting areas.
- To not engage in any illegal or immoral activity on the premises.
- To permit Creative Manitoba to use your name in promotional materials and to otherwise identify your association with our space.

Creative Manitoba will provide:

- The shared amenities as detailed in the attached "Shared amenities."
- Office and hot desk space is furnished as-is. In the event that a space is unfurnished, tenants may provide their own office furniture/furnishings which must be removed by tenant upon moving out.

You may use the common areas on a non-exclusive, priority basis in common with other tenants. Creative Manitoba and others may use the common areas from time to time as determined by Creative Manitoba

You shall keep the licensed area in a clean and tidy manner and are responsible for any damage incurred as a result of your use of the licensed area or common areas, or those of your guests.

Inherent in the co-working environment is the potential for users to encounter private or proprietary information. Tenants will, at all times, hold any such information confidential.

This license is personal to you or your organization and may not be assigned to others. You may terminate this agreement by giving Creative Manitoba 30 days written notice. Creative Manitoba may terminate this license if you fail to abide by any term of this license. On expiration or termination of this license, you shall deliver to Creative Manitoba all Creative Manitoba property.

Liability clause

Creative Manitoba assumes no liability in connection with any of your property situated in the licensed area or in the building. All of your property is at your sole risk. You release Creative Manitoba from any claim you have or might have in connection with anything that has occurred or might occur on or in connection with your use of the licensed and common areas.

Insurance

Please indicate if you or your organization carry insurance Yes No

If yes, what kind? _____

If no, it is advised that each individual tenant shall obtain commercial general liability insurance, employer's liability and workers' compensation insurance during the term of this lease.

Licensee _____ Creative Manitoba _____

Date: _____ Date: _____

Values statement

The tenants of Creative Manitoba are committed to using fairness, transparency, respect and flexibility to guide their work and interactions. We seek to go beyond a shared workspace and to a place of true community. To this end, we recognize that Creative Manitoba is more than a physical space; it is also a social and psychological environment where everyone has the right to feel welcome, comfortable and supported. With these guidelines in mind, we can ensure our community of entrepreneurs thrives.

House rules

- **Good neighbourliness**
Bring positive energy to work and look for ways to lend a helping hand to your neighbours.
- **Noise levels**
Be aware, whether using the Common Areas, workspaces or meeting rooms that there are others working around you. If you are in situation where noise is negatively impacting you, speak to the noisemaker directly.
- **Clean spaces**
You are expected to clean up after yourself and your guests. Doing a little extra goes a long way to ensuring a good work environment for all 245 McDermot users
- **Security**
Creative Manitoba is not responsible for lost or stolen items, so please look out for your things and for each other.
- **Office/desk cleaning**
There is weekly cleaning of the common areas and hot desks. In between, you're responsible for tidying, garbage and recycling.
- **Dogs and other animals**
Though we love animals, dogs and other animals are not permitted at 245 McDermot without approval.
- **Scent sensitivity**
Please be aware that many individuals are adversely affected by exposure to scented products so keep the use of these products to a minimum.
- **Inclusive workplace**
Tenants and guests are expected to be respectful of all others in the space. If you or anyone you know is being treated unfairly on the basis of skin colour, gender, physical ability, age, religion, political beliefs etc., please let Creative Manitoba staff know.

Policies

Creative Manitoba reserves the right to terminate the rental agreement or lease of any individual or organization that Creative Manitoba deems to be compromising the well-being of other tenants of the space.

Conflict resolution

If a tenant has a problem with the actions or behaviours of another tenant, she or he must first try to resolve the problem directly with that person or group. If the problem persists, the tenant should put the complaint in writing and address the note to Creative Manitoba staff. Creative Manitoba staff will review the complaint, speak with both parties, and propose a solution. If either party is dissatisfied with the proposed solution the issue is elevated to the Creative Manitoba Board of Directors. The Creative Manitoba Board has final say and will offer a solution. This solution must be followed; if the problem persists, Creative Manitoba may choose to terminate the rental agreement or lease of either party based on its best judgment.

Creative Manitoba is committed to ensuring fairness, transparency, accessibility and accountability in the conflict resolution process. The expectation is that tenants show flexibility, compromise and respect and that we can work collaboratively to address any concerns.

- **Late payment**

If an amount due is not received on the fifth day of the month, a 10% late charge will be assessed. If payment is not received on the tenth day of the month, Creative Manitoba may revoke the license agreement.

- **Hourly tracking**

For the purposes of tracking hourly hot desk package usage, the licensed area is considered in use from the time you sign in until you sign out each day. You may not sign out and in again in the same day for periods of less than an hour. When you sign out, you must remove all of your belongings from the licensed area.

- **Meeting rooms**

Subject to availability, 245 McDermot Tenants may book the boardroom, 4th floor large classroom or 4th floor small classroom for a discounted tenant rate.

- **Photocopying and printing**

\$.10 per black and white print or copy. \$.15 per colour print or copy.

- **Postage**

The postage metre is available for use at cost + GST.

- **Mailing address**

Permanent tenants of 245 McDermot may use 245 McDermot as their mailing address.

- **245 McDermot hours**

245 McDermot will be open Monday through Friday 9:30 am to 5 pm for hotdesk users.

245 McDermot boardroom and classroom policies

1. Reserving 245 McDermot meeting rooms does not include use of the entire 245 McDermot space. 245 McDermot is home to many tenants so please be conscious of noise when using the meeting rooms.
2. Creative Manitoba reserves the right to inspect and control all functions being held on the premises. It also reserves the right to refuse any booking that it considers inconsistent with our mandate.
3. Creative Manitoba is not responsible for lost or stolen items.
4. Alcoholic beverages may not be served on 245 McDermot premises without coordination with Creative Manitoba staff and the acquisition of a Manitoba Liquor Commission permit.
5. Smoking is not permitted anywhere on 245 McDermot premises.
6. Users of the meeting rooms are responsible for configuring the room to suit their needs unless otherwise agreed to. Moving of tables, chairs, etc. must be done without damaging walls or floors.
7. It is the responsibility of the renter to leave the room(s) in the same condition in which they were found.
8. Users agree to pay for any damages caused to 245 McDermot, its equipment or surrounding property as a result of the meeting or event.

Licensee _____

Creative Manitoba _____

Date: _____

Date: _____