

Spaceworks Tacoma **Participant Agreement: Rules and Regulations**

Usage of Space

- The space should only be used as an artist studio or creative enterprise office unless previously discussed with the Spaceworks Tacoma Director (as referenced in the Tenant Cover Sheet, Attachment A).
- The space should only be used by personnel who have signed the Key Policy Attachment unless previously discussed with the Spaceworks Manager or if hosting an event.
- Occupant must procure a General Liability insurance policy once the sublease is signed and especially before your first interaction with the public. Such an insurance policy can range from \$300-\$700/year depending on the size, use and sales projections in a space. See attached Liability Insurance Requirements document.
- Occupant should participate in Art Walk every 3rd Thursday of the month and in Spaceworks events, unless reasonable circumstances prevent them from doing so.
- Large events are not allowed without previous permission. If you are planning on hosting an event or activity involving a large group (50 people or more) you must notify the Spaceworks Manager at least one month before your event so that Spaceworks Tacoma can help you obtain proper permits, as well as assist in marketing and promotion of the event.
- Gambling activity, such as raffles and gaming events, is not allowed in the space.
- Alcohol is not permitted in Spaceworks locations unless approved by the Spaceworks Manager.
- The occupant will receive one set of keys for each participant after giving the Tacoma-Pierce Chamber a damage deposit. The key holder(s) will follow all rules, in accordance with the Spaceworks Key Policy Attachment.
- Occupant will be responsible for start-up costs in the space, including but not limited to cleaning supplies, paint, signage, shelving, etc.
- Occupant must have/obtain the appropriate City of Tacoma and State of Washington business licenses and permits, if applicable to their business.
- Occupant must comply with all federal, state, and local laws.
- Occupants must keep their supplies, equipment, and gear in their studios and not the common areas.
- When leaving the space, you will be required to return the space to a condition that is the same or better than you found it. If painting the space, you must return it to the matching white color. Failure to return the space to a condition that is the same or better than at initial occupancy will result in forfeiture of damage deposit by the occupant.

- Please be respectful of the space and Spaceworks. We depend on you to send a positive message to the community so that Spaceworks can continue to exist. Take your work and your space seriously. The following activities are never allowed without permission from Spaceworks staff:
 - Smoking w/in 25 ft. of building
 - Drinking
 - Sleeping
 - Partying
 - Skateboarding
 - Preparing/cooking food
 - Illegal activities (drugs, gambling, etc.)
 - Harassment or intimidation of other tenants and guests
- Occupants must communicate any maintenance or safety issues immediately to Spaceworks.

I agree to comply with all points discussed above, and I attest that I have received a copy of the primary lease and acknowledge all points discussed therein.

Signature

Print Name

Date