

Bocoup Loft License Agreement

A desk or desks at the Bocoup Loft on the second or fourth floor of 355 Congress St , Boston, MA 02210 will be licensed to _____ ("Licensee") under the following terms and conditions.

Space - Licensee will have dedicated use of _____ desks. This is not a sublease of floorspace and the Licensee's desk may be moved or reconfigured at Bocoup's sole discretion. Licensee may not install partitions, modify the space, etc without the express permission of Bocoup.

Open Environment/Privacy- Licensee agrees and acknowledges that Bocoup cannot guarantee an expectation of privacy to a Licensee. We are an open office and information is bound to be overheard. Licensee agrees not to disclose any confidential or proprietary information. Confidential and proprietary information includes any information that is not explicitly declared otherwise.

Shared Infrastructure - Licensee will have unlimited use of the Loft's internet and networking systems subject to the restrictions specified elsewhere in this document. Licensee will have the full use of Bocoup's mailing address for USPS mail and private carriers. While Bocoup will act in earnest to make sure that all letters/packages are delivered, Bocoup does not take responsibility for lost shipments.

Parking - Bocoup will provide parking facilities as available passing costs directly onto the licensee and are presumed to be variable. Parking services are provided by VPNE Parking Solutions, all questions regarding rights and responsibilities should be directed to VPNE. VPNE can be contacted at 617.426.1556.

- VPNE current parking fee is \$170 monthly (July 27, 2010)

Access to Shared Spaces - Licensee will have unrestricted access to the Loft's shared spaces such as the kitchen, lounge area, conference room, etc. Licensee will have access to the event space but all events must be approved in advance by Bocoup.

Storage - Bocoup will provide the licensee with reasonable storage for their desk as to provide a neat and organized working space. Additional storage space can be provided for fee upon arrangement.

Fees - Licensee will pay a monthly fee of \$400.00 USD per desk (\$325 per desk if renting 4 or more), for a total of _____. This amount includes access to all features described in this document.

Payment - Licensee can pay via cash, check, or credit card (processing fees will apply). All payments are due on the first business day of each month or a late fee of 10% will apply.

Liability- All Licensees are responsible for their own belongings and actions. Bocoup is not responsible for any loss, theft or damage of any kind. This applies to the physical infrastructure and the network infrastructure.

Damage- Should the Licensee damage the facility or infrastructure, they will be charged for the cost of repairs.

Renewal and Termination- License is month to month will automatically be renewed until notice. Licensee is required to give Bocoup at least 30 days notice prior to move-out.

Bocoup reserves the right to immediately terminate any license if you fail to comply with our terms, to those whose actions cause a disruption, or for gross misconduct. Bocoup can also terminate license without cause on 30 day notice to Licensee.

Changes to the Agreement- Bocoup Loft reserve the right to make any changes to this Agreement without notice to licensee.

No Unlawful or Prohibited Use- Bocoup's services may not be used for any purpose that is unlawful or prohibited by these terms, conditions and notices. Licensee cannot use our services in any manner that can damage, disable or impair any server or network connected to Bocoup.

Use of Services- Our services are not to be used in connection with the following:

1. Contests, pyramids schemes, chain letters, junk email, spamming or any related activity.
2. Defaming, abusing, harassing, stalking, threatening or otherwise violating legal rights of others.
3. Publishing, posting, uploading, distributing or disseminating any inappropriate, profane, defamatory, obscene or unlawful material.
4. Uploading files that contain material protected by intellectual property laws or use of any material that infringes any copyright, trademark, patent or any propriety right of any party without that party's permission.
5. Uploading any files that contain viruses, corrupted files, or any other similar software or programs with the intention to damage the operation of another's computer or property.

As a licensee it is strongly suggested that you carry a Renters Insurance Policy to cover your own equipment while using our space.

Licensees must provide copies of identification for each employee working at Bocoup. Acceptable forms of identification are: passport, state driver's license, and Massachusetts state ID.

Licensee Signature _____ date _____

Printed Name _____

Bocoup Signature _____ date _____

Printed Name _____

