



WEST VIRGINIA STATE UNIVERSITY ECONOMIC DEVELOPMENT CENTER

Membership Application

Name: _____

Home Address: _____

City/State/Zip: _____

Phone: _____ Alt. Phone: _____

Email: _____

Driver's License #: _____ Birthdate: _____

*No one under the age of 18 is permitted without
being accompanied by a parent/guardian.*

Access Code Requested (please choose a 4-digit code): _____

Company/ Organization Name: _____

Company/Organization Description: _____

☐ Mailbox Needed ☐ No Mailbox

Select Membership Plan: **ALL ROOMS MUST BE RESERVED**

- ☐ **Business Plan** (2 Partners) - \$25.00 per month with 6-month membership agreement
- Access to facility M – F 8:30am-10pm; Sat 8:30am – 5pm; Sun- 8:30am- 5pm**
 - Access to open work bar, computer stations, Wi-Fi and conference phone
 - Access to Shared Office for 8 hrs. per week **or** Meeting Space for 5 hrs. per week
 - Access to networking and consultations opportunities among co-workers & events
 - Business Services- Stamps/envelopes, copy /fax/ scan (**limited to 50 copies per month. Additional photocopies, computer printing and faxing at 10 cents per sheet**)
 - Usage of facility's mailing address for business purposes
- ☐ **Studio Plan** (2 Partners) - \$50.00 per month with 6-month membership agreement
- Access to Studio M – F 8:30am-10pm; Sat 8:30am – 5pm; Sun- 8:30am- 5pm**
 - Access to Voice or Capture Studio for 10 hours per week
 - Unlimited Access to Editing Room when available
 - Access to Shared Office or Meeting Space for 5 hours per week
 - Usage of facility's mailing address for business purposes
- ☐ **Office Tenant** (2 Partners) - \$300.00 per month with a 12-month lease agreement
- Private, furnished office space with dedicated phone line and high-speed internet
 - Access to office M – F 8:30am-10pm; Sat 8:30am – 5pm; Sun- 8:30am- 5pm**
 - Access to Meeting Space for 5 hrs. per week
 - Business Services- Stamps/envelopes, copy/fax/scan (**limited to 75 copies per month. Additional photocopies, computer printing and faxing at 10 cents per sheet**)
 - Usage of facility's mailing address for business purposes

****Due to Covid-19 restrictions, the WVSU EDC will close each day at 5pm and will be closed on Saturdays/Sundays until further notice. Sorry for the inconvenience.**

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Tenants and Co-Working Members: Only one code is provided with your plan. You can request your partner be granted an access code for an additional \$10.00 fee. The tenant/co-working member cannot share their code with anyone; including partners. Sharing your code is a violation of the policies and procedures of the EDC and can result in your membership being terminated without refund of payments made.

Membership Start Date: _____ **Membership End Date:** _____

Payment Schedule:

- ☐ Invoice monthly; Payment due on the 1st of each month.
- ☐ Cash is accepted in person only
- ☐ Credit, Debit, Check or Money Orders are acceptable payment methods.
(Make Check/Money Order payable to: WVSU EDC)

I, _____, hereby acknowledge that I have read and understand the Coworking Membership Plan details and the EDC Policies & Procedures and further agree to be bound by these terms regarding my participation in and use of the EDC facility and services. I understand that failure to abide by these terms may result in termination of agreement and facility access and forfeiture of monies paid.

Member Signature: _____ Date: _____

EDC Rep. Signature: _____ Date: _____

For Office Use Only:

Building Tour Completed on: _____ *By:* _____

Equipment Training conducted on: _____ *By:* _____

Was an access code assigned? _____

Policies & Procedures version _____

Additional Notes:
