



## MEMBERSHIP AGREEMENT POLICY

Updated – January 2026

This Membership Agreement is entered into and made effective by and between the following parties:

ConnexionWorks ("*Organization*"), a not-for-profit organization, having its principal place of business at the following address: 400 Main Street, Suite 2080, Saint John/NB Postal code E2K 4N5, Website Address: [www.connexionworks.ca](http://www.connexionworks.ca) and Email: [info@connexionworks.ca](mailto:info@connexionworks.ca).

And all current and future members of ConnexionWorks, agreeing to the terms of this Agreement. Organization and Member may be referred to individually as "Party" and collectively as the "Parties."

### **RECITALS:**

WHEREAS, ConnexionWorks is designed as a not-for-profit organization, founded in 2015 with the focus of providing an inclusive and collaborative environment to support the success of entrepreneurs and businesses in the Greater Saint John Region.

WHEREAS, Member would like to join ConnexionWorks and acknowledges and agrees to be bound by the terms and conditions listed herein;

NOW, therefore, in consideration of the promises and covenants contained herein, as well as other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged), the Parties do agree as follows:





## MEMBERSHIP AGREEMENT POLICY

Updated – January 2026

### MEMBERSHIP

This agreement is a legal contract between the member and ConnexionWorks. It covers the member's use of the organization's services and physical facilities. The agreement also includes the organization's provision of services and physical facilities. From now on, when we say "you," we mean the member.

By using any of the membership services, you agree to follow this agreement and any changes made to it. It's important to read this agreement carefully because it may affect your legal rights. If you don't agree with these terms, please stop using any of the membership services right away.

Membership categories
Flex Membership
Core Membership
Virtual Mailbox Membership

### ELIGIBILITY CRITERIA:

At ConnexionWorks, our eligibility criteria are designed to be transparent and straightforward, allowing individuals and businesses to easily access our range of membership options. We believe in inclusivity and providing a welcoming environment for all. As such, there are no specific eligibility restrictions beyond the commitment to adhere to our community guidelines, policies and respect the terms and conditions outlined in our membership agreements. ConnexionWorks is open to anyone who values collaboration, productivity, and a dynamic co-working experience. It is important to note that as a community organization, we aim to provide a safe space for all our members. Therefore, soliciting your business to others is not allowed, except during networking events.

**OPERATIONAL HOURS:** ConnexionWorks provides access to our workspace from 9 AM to 5 PM ensuring flexibility and convenience for all our members. During these hours, you can settle in, work, and enjoy our co-working facilities.

Only CORE members have access to our facilities 24/7.

### SERVICES/BENEFITS:

1. Comfortable seating arrangements tailored to your preferences for meeting rooms and teams up to 6 people.
2. Multimedia equipment for your meetings.
3. Whiteboards with markers for your use.
4. Access to the cafe and a comfortable lounge for quick breaks.
5. Access to coffee and tea complementary.
6. Quiet booth, event space, breakout rooms and a podcast room for various needs.





## MEMBERSHIP AGREEMENT POLICY

Updated – January 2026

7. Access to wifi or a direct connection if required.
8. Receptionist and mail collection services including in your membership

### PRICES:

Please reach out to [info@connexionworks.ca](mailto:info@connexionworks.ca) for detailed information on pricing, advantages, benefits, facilities associated with each membership category.

### RIGHTS AND RESPONSABILITIES:

As a member, you have certain rights and responsibilities:

1. Familiarize yourself with the emergency contact team;
2. Access our front desk for inquiries or assistance;
3. Be aware of the emergency exit locations for safe evacuation during unexpected incidents;
4. Understand the evacuation procedures and follow staff instructions in emergencies;
5. Contact the front desk for any issues, complaints, or disputes within the coworking area;
6. If you wish to change/cancel your membership category, please notify the management at least one month in advance per the Membership Cancellation Policy;
7. Payments can be made monthly, quarterly, or annually, with payment options including Visa, Credit/Debit cards, and internet banking;
8. ConnexionWorks reserves the right to revise and upgrade the Membership Agreement Policy, with advance communication to members before implementation;
9. Provide proof of Business Registration if having a virtual membership;
10. Provide an emergency contact (name and phone number);
11. We understand that sometimes it is difficult to find childcare, however we appreciate you letting us know in advance, and make sure your kids are in a room where they do not disturb any other member.
12. If you do not receive your monthly invoice, please contact [finances@connexionworks.ca](mailto:finances@connexionworks.ca) to make a payment.

### OUR RESPONSIBILITIES

We commit to:

- Granting you access to the facilities and the designated space following the terms of this agreement;



*Your Passion. Our Connections!*  
Easy to find! Visit us in Saint John:  
400 Main St, Suite 2080, Saint John, NB E2K 4N5



## MEMBERSHIP AGREEMENT POLICY

Updated – January 2026

- Ensuring the meeting rooms are in an appropriate condition for your occupancy;
- Managing the housekeeping duties for the premises and the designated space (in some cases). However, you should make sure rooms and desks are left as you found them.
- Being accessible to address any inquiries or issues you may have;
- Keep you informed about any changes or updates to our facilities.

### COMMUNITY GUIDELINES:

At ConnexionWorks, we are committed to creating a friendly and inclusive coworking environment. To ensure a productive and positive atmosphere, please adhere to the following guidelines:

#### 1. Embrace Coworking Values:

- **Respect and Professionalism:** Show respect, professionalism, and courtesy to all coworkers and visitors. Embrace diversity and create an inclusive environment;
- Believe in your own potential and in the power of co-working;
- Display your commitment to promoting a positive and productive environment at ConnexionWorks;
- **Be a Contributing Member:** Actively participate in the ConnexionWorks community. Contribute to creating a vibrant and welcoming atmosphere for everyone.

#### 2. Be Socially and Environmentally Responsible:

- **Noise and Disturbances:** Maintain a work-friendly noise level and use designated spaces like quiet booths or conference rooms for calls or conversations;
- Practice recycling and avoid unnecessary waste, such as leaving water running;
- Extend your responsible behavior to building connections and friendships within the ConnexionWorks community.
- Make sure there are no leftovers in the fridge by Fridays afternoon every week.

#### 3. Work at Your Workplace:

- Remember that ConnexionWorks is your workplace, not your home. Watch your manners: be respectful and professional;
- While we offer amenities and equipment please, request them at front desk, use them for business purposes only and make sure you return them in the same condition.

#### 4. Accountability for Your Actions:

- Take responsibility for your actions or inactions that may cause harm or damage;
- Cover related costs when necessary.



*Your Passion. Our Connections!*  
Easy to find! Visit us in Saint John:  
400 Main St, Suite 2080, Saint John, NB E2K 4N5



## MEMBERSHIP AGREEMENT POLICY

Updated – January 2026

- Let the front desk know if you have broken or damaged any provided equipment.

### 5. Accountability for Your Guests:

- If you bring guests or visitors to ConnexionWorks, ensure they adhere to our rules and conduct themselves appropriately;
- Provide guest lists in advance at the front desk to help us ensure controlled access.

### 6. Respect Privacy and Confidentiality:

- Keep your information and that of others, including our customers, private;
- Do not inappropriately share, reproduce, or use others' information or materials.

### 7. Protect Your Interests and Belongings:

- ConnexionWorks is not responsible for theft or damages to your belongings caused by anyone, regardless of the circumstances, including damage to Member's belongings.
- Consider obtaining appropriate insurance to safeguard your business against liability, loss, theft, or damage.
- Secure your personal belongings when you bring them to ConnexionWorks.

### 8. Maintain Safety and Hygiene:

- Follow safety guidelines and avoid risky behaviours.
- Keep the workspace provided clean and tidy. Also, report any maintenance issues promptly.
- Ensure the network's security by avoiding files containing viruses or malware.

### 9. Comply with the Law:

- Abide by all applicable laws and regulations;
- Do not engage in any illegal activities or actions that may harm the property, members, or ConnexionWorks itself.

### 10. Stay Informed:

- Any changes to these rules and terms and conditions will be communicated to you. By signing this agreement, you agree to abide by the most current guidelines.

### SECURITY AND ACCESS CARD:



*Your Passion. Our Connections!*  
Easy to find! Visit us in Saint John:  
400 Main St, Suite 2080, Saint John, NB E2K 4N5



## MEMBERSHIP AGREEMENT POLICY

Updated – January 2026

A security card will be given as part of your membership.

Users are responsible for notifying ConnexionWorks management in case of lost or nonfunctional digital access. This information is crucial for the security of our coworking space. In the event of a lost card, a replacement fee of \$25 + taxes will apply for access card replacement.

Cards are personal and non-transferable.

### MEMBERSHIP SETUP

Your ConnexionWorks membership begins on the agreed-upon date with ConnexionWorks and works on a month-by-month basis, or the period agreed by the parties. You can set up your space on this date and bring your personal items to the rented premises. If you have a non-dedicated floating desk, please only leave your belongings in the space when you're there. If you want to set up before your membership officially starts, let ConnexionWorks know so we can find a convenient day for both parties.

If you haven't agreed on a specific start date with ConnexionWorks, your membership begins when you start using our facilities prior written notification. Please note that no desk will be assigned until the first day of your membership.

### Termination

To end your membership, you must give ConnexionWorks a written notice by e-mail to [finance@connexionworks.ca](mailto:finance@connexionworks.ca) at least thirty (30) days before your last month as a Member and return your access card on the last day.

*\*For more information, consult the Cancellation Policy.*

These rules are designed to foster a vibrant and supportive community. Together, we can create an environment where everyone feels valued and encouraged.

### ACCEPTANCE OF TERMS AND CONDITIONS

By becoming a Member of ConnexionWorks, you acknowledge and agree to the above terms and conditions governing the services provided to you, including but not limited to building access, office space usage, internet access, and other listed benefits. The most current Agreement or any updates to the terms and conditions are available upon request.

### Heather Acker



Your Passion. Our Connections!

Easy to find! Visit us in Saint John:

400 Main St, Suite 2080, Saint John, NB E2K 4N5



*Director of Business Development  
Director of Facility Management*

## MEMBERSHIP AGREEMENT POLICY

Updated – January 2026

### ACCEPTANCE OF AGREEMENT

---

*CONNEXIONWORKS*

---

*MEMBER*



*Your Passion. Our Connections!*  
Easy to find! Visit us in Saint John:  
400 Main St, Suite 2080, Saint John, NB E2K 4N5