

SoCo DEPOT
Coworking in Sonoma County

SoCo Depot Core Values

The values of the members of the SoCo Depot are to support one and another and have open, transparent decisions. The SoCo Depot is an integral, visible part of the community hosting and supporting community events and issues. It is a vibrant place with parties, book signings, and other public cultural activities.

With the exception of community events and conference room rental, the space itself is safe and controlled, allowing access to members and guests.

SoCo Depot Terms of Association, 2008 (revised 1-2-09)

The SoCo Depot's mission is to create individual working spaces for independent professionals within a shared community. These spaces are for working professionals, for whom SoCo Depot is their primary working space. We value showing up, working, and supporting each other. Professionals expect consistent respectful behavior and as such we can not tolerate disruptive behavior. And because this community exists to support each other, we cannot ignore or condone self-destructive behavior either, such as alcohol abuse, drug abuse, or financial indebtedness.

The assignment of a desk for your dedicated use is not a formal sublease of real estate, but a function of your affiliation with this association. The standard term for a SoCo Depot office is a three month contract, which renews each quarter, unless you're notified otherwise. There is a one month trial period for new members. At the end of the month either party can end the membership and the initiation fee will be returned, less any fees owed. Members are admitted by a vote of the Steering Committee with input from all current members.

To reduce bookkeeping, members pay dues once a quarter according to the SoCo Depot Dues Schedule. At the beginning of each quarter everyone must provide three checks, one for each month of the quarter. Two of those checks are forward dated, and they will not be cashed until the designated month. The initiation fee will be paid when joining.

When a new member joins the association, checks are due up to the beginning of the next quarter. In addition to the monthly checks, a one-time initiation fee is also due upon move in.

Office costs involve each member's portion of our lease rate, prorated according to the office, plus an additional amount (currently \$50-\$65 per month) for amenities such as Internet, trash, utilities, insurance, and incidentals. Association fees do not generate profits for any SoCo Depot member.

To make the SoCo Depot widely affordable, we strive to keep costs to dwellers as low as possible. To achieve this, each SoCo Depot member takes some kind of community chore -- handling office finances, repairs, community outreach, etc. From time to time, however, we must assess surcharges to cover new obligations, such as: increases in office amenity costs; any change of rentable space into communal space; expenses related to special SoCo Depot events; subcontracting costs for extras, such as event or office managers, renovations, etc. Decisions to assume these costs will always be made collectively -- through a vote by the SoCo Depot Steering Committee or, for larger obligations, by the entire SoCo Depot membership.

SoCo Depot desks are not intended to be shared. We have made exceptions to this rule, and will likely continue to do so on occasion. We have found, however, that in shared offices one or both people often don't show up, leaving the space unused. Shares must be approved by the SoCo Depot Steering Committee (currently Anthony Tusler, Nancy Sinsheimer, and Vanessa Bauch).

When a SoCo Depot dweller is away for more than a few weeks, we expect that space to be put to use by another professional, who will become a temporary subletor. With any sublet, the original SoCo Depot member remains responsible for that office, and thus for collecting dues from the subletor, and for lending the subletor his or her keys.

Association with the SoCo Depot may be terminated, by either the member or the steering committee, with 30 days notice. Whenever vacancies are not filled, dues for empty offices will be collectively shouldered by existing SoCo Depot members.

If the space is being used in ways other than those detailed above, we reserve the right to bring in another professional who, in our judgment, will use the space more in line with its mission.

member signature

date

printed name

street

city

state

zip

phone

email

in case of emergency contact

leaseholder signature

date