

Shared Workspace Workstation User Agreement

This Workstation User Agreement ("Agreement") outlines the terms and conditions for the use of a workstation at the shared workspace.

1. User Information

Name:

Company/Organization:

Email:

Phone:

2. Workstation Details

Desk/Workstation Number:

Start Date:

End Date:

3. Terms of Use

1. The workstation is to be used solely by the user specified above.
2. The workstation must be kept clean and tidy at all times.
3. No equipment or furniture may be removed or modified.
4. Respect the shared environment and other users.
5. Report any damages or issues immediately to workspace management.

4. Access & Security

- Access to the workstation is permitted only during operating hours.
- Personal property is the responsibility of the user.
- Unauthorized access is prohibited.

5. Liability & Conduct

- The workspace is not liable for loss or damage to personal property.
- Users are expected to maintain professional behavior at all times.
- Violation of rules may result in termination of access.

6. Agreement & Acceptance

By signing below, the user agrees to the terms and conditions of this Workstation User Agreement.

User Signature:

Date:

Workspace Representative:

Date: