

Co-Working Membership Terms of Service

Last updated: June 30, 2026

These Co-Working Membership Terms of Service (“Terms”) govern access to and use of the co-working workspace offered by Ridgeview Mail Center, located at 5150 Mae Anne Ave, Ste 405, Reno, NV 89523 (“Ridgeview Mail Center,” “we,” “us,” or “our”). By reserving or using a co-working desk, you (“Member” or “you”) agree to these Terms. If you do not agree, do not use the co-working service.

1. Eligibility

Co-working access is available exclusively to holders of a Ridgeview Mail Center private mailbox in the 9-series mailbox range and in good standing. Members holding mailboxes outside the 9-series range are not eligible for co-working access at this time. We may verify eligibility at any time and may decline or revoke access if eligibility requirements are not met.

2. Membership and Fees

Co-working access is included with an eligible 9-series mailbox membership at the following rates:

- **Monthly:** \$30 per month
- **Annual:** \$300 per year

Membership includes receipt of up to five (5) pieces of mail per calendar month. Mail received in excess of this allowance, and any document-scanning services requested by the Member, are billed as overages at the rates then posted in-store. We may update fees and the overage schedule with reasonable advance notice. Fees are non-refundable except as expressly stated in these Terms or as required by law.

3. Reserving a Desk

Desks must be reserved in advance by calling (775) 387-2677 during business hours. Walk-in availability is not guaranteed. Each reservation provides access to one (1) desk for one (1) business day. Workspace is limited and offered on a first-come, first-served basis. We reserve the right to reassign desks and to limit reservation frequency to ensure fair access among Members.

4. Hours of Access

Co-working is available only during regular store hours, which are subject to change. Current hours are posted at ridgeviewmailcenter.com and in-store. Members have no right of access outside of staffed business hours.

5. Acceptable Use

You agree to:

- Use the workspace and common areas in a manner that does not disturb other Members, customers, or staff;
- Leave the workspace in the condition in which you found it;

- Refrain from any unlawful, fraudulent, or prohibited activity; and
- Comply with all posted policies and the reasonable instructions of staff.

You acknowledge that the workspace is a shared environment located within an active retail mail center and is not a private or quiet office. We may suspend or terminate access for any violation of this section for prohibited conduct (unauthorized guests, harassment, recording others, illegal activity, smoking/vaping, alcohol/drugs, disruptive behavior, inventory storage, servers/mining) and reserve immediate removal rights

6. Use of Address

Your mailbox provides a street-style mailing address in Reno, Nevada that may be used for general business correspondence. You are solely responsible for ensuring that any use of the address complies with the requirements of any third party to which you provide it, including banks, government agencies, and registered-agent or business-registration services, each of which sets its own rules regarding acceptable addresses. Ridgeview Mail Center makes no representation or warranty that the address will be accepted for any particular purpose and assumes no liability for a third party's refusal to accept it. The Co-working membership does not modify USPS Form 1583, mailbox agreement, or mail receipt rights.

7. License, Not a Lease

These Terms grant a revocable, non-exclusive license to access and use a desk and common areas during business hours. They do not create a lease, tenancy, easement, or any interest in real property, and no landlord-tenant relationship is created. We may relocate workspaces, modify or discontinue amenities, and revoke access at our discretion in accordance with these Terms.

8. Cancellation and Termination

Monthly memberships may be cancelled at any time and will remain effective through the end of the current paid month; no partial-month refunds are provided. Annual memberships are non-refundable except as required by law. We may suspend or terminate any membership for non-payment, violation of these Terms, or conduct that we determine to be harmful to other Members, customers, staff, or our business. We also reserve the right for immediate suspension/termination for safety, USPS compliance, legal requirements, or business protection.

9. Personal Property and Security

Members use the workspace at their own risk and are responsible for securing their own belongings, equipment, and information. Members assume responsibility for property, insurance, abandoned property, and damage they cause. We are not responsible for the loss of, theft of, or damage to any Member's personal property or data. Do not leave valuables unattended.

10. Limitation of Liability

To the fullest extent permitted by law, Ridgeview Mail Center and its owners, employees, and agents will not be liable for any indirect, incidental, special, or consequential damages arising out of or relating to the co-working service or these Terms. Our total liability for any claim relating to the co-working service will not exceed the total fees paid by the Member in the twelve (12) months preceding the claim. Members assume responsibility for property, insurance, abandoned property, and damage they cause.

11. Member Indemnification

To the fullest extent permitted by applicable law, Member agrees to indemnify, defend, and hold harmless Ridgeview Mail Center, its owners, managers, employees, agents, affiliates, successors, and assigns from and against any and all claims, demands, actions, lawsuits, liabilities, damages, judgments, fines, penalties, losses, costs, and expenses (including reasonable attorneys' fees and court costs) arising out of or relating to:

- (a) Member's use of the co-working workspace or any related facilities;
- (b) Member's violation of these Terms or any posted policies;
- (c) Member's negligence, willful misconduct, or unlawful acts or omissions;
- (d) Injury to any person or damage to any real or personal property caused by Member or Member's guests or invitees;
- (e) Any business activities conducted by Member from the co-working space;
- (f) Any claim by a third party arising from Member's acts or omissions.

This obligation does not apply to claims finally determined by a court of competent jurisdiction to have resulted solely from Ridgeview Mail Center's gross negligence or willful misconduct.

Member's obligations under this Section survive the expiration or termination of these Terms.

12. Force Majeure

Ridgeview Mail Center shall not be liable for any delay, interruption, suspension, or failure to provide all or any portion of the co-working services when such delay or failure results from causes beyond its reasonable control, including but not limited to acts of God, fire, flood, earthquake, severe weather, epidemic or pandemic, public health emergency, war, terrorism, civil unrest, labor disputes, utility failures, internet or telecommunications outages, power failures, governmental orders, postal service interruptions, supply chain disruptions, or any other event beyond Ridgeview Mail Center's reasonable control.

During any such event, Ridgeview Mail Center may temporarily suspend access to the co-working space, reduce available services, modify operating hours, or close the premises without liability. Ridgeview Mail Center shall make reasonable efforts to restore services as soon as practicable but does not guarantee uninterrupted availability of the workspace. Except as required by applicable law, Members shall not be entitled to refunds, credits, or damages arising from any suspension or interruption caused by a Force Majeure event.

13. Attorney's Fees and Costs

In any action, arbitration, mediation, or other legal proceeding arising out of or relating to these Terms, the co-working membership, or the Member's use of Ridgeview Mail Center's facilities, the prevailing party shall be entitled to recover its reasonable attorneys' fees, expert witness fees, court costs, arbitration fees, collection costs, and all other expenses incurred in enforcing its rights, in addition to any other relief to which it may be entitled.

If Ridgeview Mail Center incurs attorneys' fees or collection costs in enforcing these Terms, collecting unpaid amounts, recovering damages, or defending claims arising from the Member's conduct, the

Member agrees to reimburse Ridgeview Mail Center for such reasonable costs to the fullest extent permitted by law.

14. Entire Agreement

These Terms, together with the Member's mailbox agreement (if applicable), any reservation confirmations, and any policies or rules expressly incorporated by reference, constitute the entire agreement between the Member and Ridgeview Mail Center regarding the co-working services and supersede all prior or contemporaneous oral or written discussions, representations, negotiations, understandings, or agreements relating to such services.

No oral statement, course of dealing, or representation by any employee, agent, or representative of Ridgeview Mail Center shall modify these Terms unless expressly set forth in a written amendment signed by an authorized representative of Ridgeview Mail Center.

15. Severability

If any provision of these Terms is determined by a court or other tribunal of competent jurisdiction to be invalid, illegal, or unenforceable, that provision shall be enforced to the maximum extent permitted by applicable law, and the remaining provisions shall remain in full force and effect.

If necessary, any invalid or unenforceable provision shall be interpreted or modified only to the extent required to make it enforceable while preserving, as nearly as possible, the original intent of the parties.

16. Electronic Acceptance

The Member acknowledges and agrees that these Terms may be presented electronically. By reserving a workspace, paying membership fees, clicking an "I Agree" or similar acceptance button, signing electronically, or using the co-working facilities after receiving notice of these Terms, the Member acknowledges that they have read, understood, and agreed to be legally bound by these Terms and any future amendments made in accordance with Section 11.

Electronic signatures and electronic records shall have the same legal force and effect as original handwritten signatures to the fullest extent permitted by applicable law, including the federal Electronic Signatures in Global and National Commerce Act (E-SIGN Act) and the Nevada Uniform Electronic Transactions Act.

17. No Waiver

Ridgeview Mail Center's failure or delay in enforcing any provision of these Terms or exercising any right or remedy shall not constitute a waiver of that provision, right, or remedy. Any waiver must be in writing and signed by an authorized representative of Ridgeview Mail Center. A waiver of any breach shall not constitute a waiver of any subsequent or different breach.

18. Changes to These Terms

We may update these Terms from time to time. Material changes will be reflected by the “Last updated” date above and, where appropriate, communicated to Members. Continued use of the co-working service after changes take effect constitutes acceptance of the revised Terms.

19. Governing Law

These Terms are governed by the laws of the State of Nevada, without regard to its conflict-of-laws principles. Any dispute arising under these Terms will be resolved in the state or federal courts located in Washoe County, Nevada.

16. Contact

Ridgeview Mail Center 5150 Mae Anne Ave, Ste 405, Reno, NV 89523 Phone: (775) 387-2677 Website: ridgeviewmailcenter.com

PROVIDER

Agreement Effective Dates: _____ to _____

Provider: DMK and Gagnon Limited

d/b/a: Ridgeview Mail Center

Signature: _____

Name: Jim Gagnon

Managing Member, DMK and Gagnon Limited

Date Signed: _____

Co-Working Member

Name: _____

Signature: _____

Assigned Mailbox # _____

Date Signed: _____