

## EVOLVED SPACES HOUSE RULES WESTWOOD BOULEVARD

### 1. **The Center.**

1.1. **Location.** This “Center” is called Evolved Spaces Westwood Boulevard and is located at 1964 Westwood Blvd., Suite 300, Los Angeles, California 90025, United States of America.

1.2. **Business Hours.** The “Business Hours” of the Center are Monday through Friday 9:00 a.m. through 5:00 p.m. (local time), excluding all Federal, State, and local holidays. During Business Hours, You and, depending on Your License Type, Your employees, contractors, agents, clients, customers, guests, and invitees are allowed access to the Center during this time. Please make sure that all individuals who are not authorized to remain in the Center After-Hours under Your license type leave before the Center closes.

1.3. **After-Hours.** The “After-Hours” of the Center are all times that are not Business Hours and access to the Center is restricted during this time. After-Hours access is only available if You have a Commitment License, and only Registered Users are authorized to access the Center After-Hours. There is no assurance of the availability of any services during After-Hours.

1.3.1. **After-Hours Clients.** If You have a Commitment License, You may meet with clients After-Hours, provided You take full responsibility for them and accompany them at all times while they are in the Center or elsewhere in the Building. You must provide Us with advance notice if You plan to host After-Hours meetings with clients as part of Your business. As the Building is locked After-Hours, additional Building-specific policies may apply, which may include, but are not limited to, personally escorting Your clients into the Building or registering them with security. Please contact Us in advance for all After-Hours procedures related to After-Hour client access.

1.4. **Heating and Air-Conditioning (HVAC).** HVAC Service is available, free of charge, during Business Hours only.

### 2. **Guest Check-In.**

2.1. **Guest Check-In.** Upon arrival guests must complete our standard guest check-in form. Guests are not permitted to use the workspaces/offices at the Center during their visit and must be accompanied by You.

### 3. **Center Amenities.**

3.1. **Conference Room(s).** All conference room usage must be reserved in advance through the designated booking system or Center Team Member. Conference rooms are available on a first-come, first-served basis, and reservations are subject to availability. A fee is required for all conference room bookings. Prices vary depending on the length of your reservation.

3.1.1. To ensure fair access for all, the maximum time allowed for conference room use is 2 hours per day. Should you require additional time, please contact Us in advance, and We will do our best to accommodate Your request based on availability. Please use the conference room responsibly, in accordance with all rules, and ensure that all furniture, equipment, and supplies are left in good condition. Any damages or excessive cleaning required after use will result in an additional charge. Additionally, the conference room’s capacity must not exceed the number of chairs provided.

3.1.2. The cost for Conference Room 1 is \$50 per hour for the first 4 hours, followed by \$100 per hour for the next 4 hours. To maintain fairness and ensure adherence to the reservation schedule, any usage beyond Your reserved time will incur a \$75 administration fee for every 15-minute period. If You consistently exceed your reserved time, We reserve the right to deny future access to the conference room.

3.1.3. If you have a Commitment License, You are entitled to the following conference room credits based on Your license type: Dedicated Offices receive 6 hours per month, Dedicated Desks receive 4 hours per month, and Co-Working Desks receive 2 hour per month. Please note that conference room credits do not roll over to the following month.

3.2. **Phone Room(s).** Phone room(s) are available on a first come, first served basis and are for making calls (phone calls, video conference calls, or Wi-Fi calls) only.

3.3. Kitchen. The kitchen is available for everyone's use. Please clean up after yourself, wipe up any spills, and remove all food, containers, or items from the refrigerator before we close. Any items left in the refrigerator at closing time may be disposed of without notice

3.4. Coffee, Tea, Water, & Snack Service. From time to time, We may provide self-service coffee, hot beverages, water, and snacks, at no additional fee, to You and Your visitors. Please be respectful in Your use and clean up after Yourself.

#### 4. Registered Users.

4.1. Commitment License Registered User. Each individual user accessing the Center under a Commitment License must complete Our User Registration Process, which includes one form of photo ID. There is no registration fee.

4.1.1. Dedicated Desk/Co-Working Desk. There can only be one individual user registered per License for Dedicated Desk or Co-Working Desk. The Registered User must be the Primary Contact listed in Your License Details.

4.1.2. Dedicated Office. Each Dedicated Office allows for one Registered User per workstation specified in Your License Details (note: the maximum number of workstations varies by office), plus one additional Registered User. However, the total number of Registered Users physically present in the Center at the same time must not exceed the number of workstations included in Your License, unless You purchase an additional Access Pass for \$75 per month. Since the number of Registered Users physically present in Your Dedicated Office at any one time cannot exceed the number of workstations provided, the Access Pass only grants the additional Registered User access to the Center's co-working and common areas, on a first come, first-served basis.

4.2. Short-Term License Registered User. Each individual accessing the Center under a Short-Term License must complete our standard guest check-in form. There is no registrations fee.

4.2.1. Dedicated Desk/Co-Working Desk. There can only be one individual user registered per License for Dedicated Desk or Co-Working Desk. The Registered User must be the Primary Contact listed in Your License Details.

4.2.2. Dedicated Office. The number of Registered Users permitted to access your Dedicated Office at any given time cannot exceed the total number of workstations specified in Your License Details (Note: the maximum number of workstations allowed in each Dedicated Office is different). One of the Registered Users must be the Primary Contact listed in Your License Details and must be physically present at the Center during use of the Dedicated Office.

4.2.3. Conference Room Rental. The number of Registered Users permitted to access Your Conference Room Rental at any given time cannot exceed the conference rooms capacity (Note: the maximum capacity is equal to the number of chairs provided in the conference room). One of the Registered Users must be the Primary Contact listed in Your License Details and must be physically present at the Center during use of the conference room.

#### 5. Keys and Access Cards.

5.1. Keys and Access Cards. Only the Registered User(s) of Commitment Licenses will be eligible for keys, access cards and/or access codes.

5.1.1. If Your License Type is a Co-Working Desk, You will receive, at no additional cost, one access card to the Center.

5.1.2. If Your License Type is a Dedicated Desk, You will receive, at no additional cost, one access card to the Center. If Your Dedicated Desk includes lockable furniture, You will also receive one key for each lockable item personal to You.

5.1.3. If Your License Type is a Dedicated Office, You will receive, at no additional cost, one access card to the Center and one key (if applicable) to Your licensed accommodation for each workstation specified in Your License Details. If Your Dedicated Office includes lockable furniture, You will also receive one key for each lockable item.

5.1.4. If Your License Type is Dedicated Office and You purchase an Access Pass, You will receive, at no additional cost, one access card to the Center and one key (if applicable) to Your licensed accommodation for Your additional Registered User.

5.1.5. Any access cards or keys requested beyond the complimentary allotment (whether lost, stolen, or damaged) will be subject to additional fees: \$15 per access card, \$20 per Dedicated Office key, and \$25 per lockable furniture key.

5.1.6. In the event that a key to Your licensed accommodation or lockable furniture is lost, we will be required to replace the corresponding lock to maintain security. You will be responsible for the cost of the lock replacement (\$75 for a door lock and \$50 for a furniture lock), in addition to the applicable fees for reissuing keys.

5.1.7. If You wish to replace a damaged key, You must return the damaged key to Us. If the damaged key is not returned, We will treat it as a lost key and follow the appropriate procedures.

5.1.8. At the end of Your License (whether Dedicated Desk/ Dedicated Office/ Co-Working Desk/ Access Pass) You must return to Us all access cards and keys. If You fail to do so, You will be responsible for the cost of lock replacement and reissuing keys.

## 6. **Mail Service.**

6.1. **Outbound Mail.** Outbound mail can be dropped off at any of the Property's approved outbound mail locations.

6.2. **Inbound Mail.** Before You can receive mail at the Center, You must complete Our mail registration form, which specifies the company or individual authorized to receive mail under Your License or Evolved Service Agreement. Please note, if You hold a Short-Term License, inbound mail service is not available.

6.2.1. A team member will place Your incoming mail and packages in designated slots in the Mail Area, which is accessible only during Business Hours. We will not accept any items that appear to contain dangerous, perishable, or illegal goods. We also cannot accept packages over 10 lbs., 18 inches in any dimension, or 1 cubic foot in size. If You are expecting larger items, please check with Us beforehand; we may, at our discretion, accept or refuse them.

6.2.2. If You are not authorized to receive mail or have overdue payments, We may return or refuse to accept Your mail. We may also reject mail that is too large, too much in quantity, or violates our guidelines. Mail that isn't collected within 3 weeks will be returned or disposed of. If You need more time to collect it, please let us know, and We may charge a \$25 weekly fee for any extension beyond 3 weeks. We won't hold mail for more than 6 months. If You receive an unusually high volume of mail, We may charge an additional \$25 administration fee.

6.2.3. Inbound mail shall be addressed as follows:  
 [Registered Company Name or Individual's Name]  
 1964 Westwood Blvd., Suite 300,  
 Los Angeles, California 90025,  
 (USA)

## 7. **Pay-Per-Use Services.**

7.1. **Printing, Photocopying, and Scanning.** Printing, photocopying, and scanning are available on a first-come, first-served basis. Printing and photocopying are charged on a per-use basis at our prevailing rates. Please contact us for the most current rates.

## 8. **Dedicate Office Nameplate Signage.**

8.1. **Dedicate Office Nameplate Signage.** If You have a Dedicated Office, You are eligible to have one name, business name, or logo displayed on the nameplate for Your accommodation. All content must fit within the physical dimensions of our existing nameplates and comply with our formatting and design guidelines. A fee of \$100 applies to each signage request, including any updates or replacements. All nameplate content, including logos, is subject to our review and must be approved in our sole discretion.

## 9. **Methods of Communication.**

9.1. **How to Communicate with Us – Notice Method.** Please direct any requests or notices required by Your License or these House Rules to Us via email at [evolved-westwood@goevolvedspaces.com](mailto:evolved-westwood@goevolvedspaces.com). When emailing, kindly format the subject line as follows: [Licensee Name] & [Brief Description of the Notice or Request].

9.2. **How We Communicate with You – Communication Method.** Our main way of communicating with You will be by email, using the address You provided in Your License. From time to time, We may also contact You by phone or regular mail, or post

notices in the Center for general updates. For immediate or urgent matters, a team member may also give you verbal instructions on-site.

#### 10. **Miscellaneous.**

10.1. Office Restoration Service Fee. The Office Restoration Service Fee is \$250 and will only be applied on the expiration or termination of Your License.

10.2. Credit Card Processing Fee. If You pay any amount due under the terms of Your License by credit card, a processing fee will be added to Your total payment to cover the costs charged by Our payment processor. This amount may vary based on Our payment processor's rates and the current processing fee is stated on Your invoice.

10.3. Alterations. If You'd like to make any installations, alterations, or other non-routine changes beyond Our standard repairs or maintenance within Your licensed accommodation, You must obtain Our approval in advance. If approved, You must use one of Our pre-approved vendors, unless We provide written authorization to use a vendor not on Our pre-approved list. As part of Our approval for using a vendor not on Our pre-approved list, additional conditions may be imposed, including but not limited to: proof of insurance, Your agreement to hold the Building and Center harmless, Your agreement to engage the vendor directly, evidence of lien releases, and proof of payment to the vendor.

10.4. Supervision Fee. A Supervision Fee will apply to any installation, alteration, or other work performed within Your licensed accommodation that differs from the routine repairs or maintenance performed by Us. The fee is 10% of the total cost of the work and covers Our time and oversight to ensure compliance with Building and Center standards. If You use a vendor that is not on Our pre-approved list, but is subsequently authorized by Us, a minimum Supervision Fee of \$200 will apply.

10.5. Verbal Directives. You may also receive verbal directives from the team members at the Center to address more immediate concerns, such as, requests to lower Your volume (whether Your speakerphone or conversations), or for more serious matters. It is vital that all users of the Center abide by such verbal directives for the safe and enjoyable use of the Center by all. Additionally, You agree to comply with any other reasonable instructions or rules related to the operation and management of the Center, whether written in the House Rules or not, that may be issued by Center team members from time to time.