



EXECUTIVE SUITES

## GO Executive Suites Pricing Sheet - 2023-2024

At GO Executive Suites we offer 2 types of Memberships: Full Time Private Executive Suite and Part Time Private Executive Suite.

### FULL TIME Private Executive Suite Membership

This membership gives you full time access to your own Private Executive Office with non-shared locking door and includes 16 hours of Workshop/Conference Room with reservation. Workshop/Conference Room availability is based on a first to book basis. Additional Workshop/Conference Room and Event Warehouse rentals are discounted 50% off listed rates. Below are our Full Time Private Executive Suite Options & Pricing:

<u>WINDOW OFFICES</u>	<u>Monthly Cost</u>	<u>Workshop/Conference Room Hours Included</u>
	\$1,100	16 Hours, availability based on first to book basis

<u>NON-WINDOW OFFICES</u>	<u>Monthly Cost</u>	<u>Workshop/Conference Room Hours Included</u>
	\$800	16 Hours, availability based on first to book basis

### PART TIME Private Executive Suite Membership

This membership gives you access to a Private Executive Suite, purchased in increments of 2 or 3 days per week. You can choose your fixed days Monday - Sunday, based on availability. For example, if you select a 2-Day a Week Membership, and choose Monday and Thursday, those will be your fixed days every week to come in for the month. Below are our Part Time Private Executive Suite Options & Pricing:

<u>WINDOW OFFICES</u>	<u>Monthly Cost</u>	<u>Workshop/Conference Room Hours Included</u>
2-Days Per Week	\$480	6 Hours, availability based on first to book basis
3-Days Per Week	\$660	8 Hours, availability based on first to book basis

<u>NON-WINDOW OFFICES</u>	<u>Monthly Cost</u>	<u>Workshop/Conference Room Hours Included</u>
2-Days Per Week	\$320	6 Hours, availability based on first to book basis
3-Days Per Week	\$450	8 Hours, availability based on first to book basis

*For questions regarding any of our Membership Options or Pricing,  
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## **EVENT SPACE RENTAL RATES**

Event Space Rental can be booked online at: [www.goexecutivesuites.com/reserve](http://www.goexecutivesuites.com/reserve)  
Please confirm your dates are available prior to booking your reservation. A link to the calendar is on the reservation web page. Your credit card will be charged when you reserve the space and checkout on the web page. GO Executive Members receive 50% off the below rates, in addition to any Workshop/Conference Room hours included with membership type (see charts under Membership types).

### **WORKSHOP/CONFERENCE ROOM:**

\$300 8 hour rental

\$200 4 hour rental

\$100 1 hour rental (minimum rental)

Each rental also includes a \$25 cleaning fee

### **EVENT WAREHOUSE (nights and weekends only):**

\$500 8 hour rental

\$350 4 hour rental

\$250 1 hour rental (minimum rental)

Each rental also includes a \$75 cleaning fee

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## **GO SAN DIMAS MEMBER AGREEMENT**

GO San Dimas is a planned co-working community, offering community-driven executive suites and workspace for independent workers and businesses.

### **MEMBERSHIP PERKS**

Below are some of the benefits members receive as part of their membership:

- 24/7/365 access to Office Space with Secure Fingerprint Accessibility
- High Speed Internet
- Common Area Access - Event Space, Kitchen, Lounges
- Acceptance of Mail and Deliveries During Regular Business Hours
- Community Events
- Opportunity to Participate in Member-only Events, Benefits and Promotions
- Community Manager Support
- Month to Month Membership Options (No Long Term Commitment)
- Coffee, Tea, Water, Hospitality Snacks

### **MEMBERSHIP TYPES**

#### **FULL-TIME PRIVATE EXECUTIVE SUITE**

Private offices include a private entrance with a locking door and optional office desks and chairs. Other amenities include use of Executive Suites Lounge/Client Reception Area and hospitality amenities for guests, 16 hours of Workshop/Conference Room access, and access to all social and business functions.

#### **PART-TIME PRIVATE EXECUTIVE SUITE**

Private offices include a private entrance with a locking door and optional office desks and chairs. Other amenities include use of Executive Suites Lounge/Client Reception Area and hospitality amenities for guests, 8 hours of Workshop/Conference Room access for 3 days a week members, 6 hours of Workshop/Conference Room access for 3 days a week members, and access to all social and business functions

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## **PAYMENTS**

### **Payment Terms**

- All membership payments are due on the first business day of each month.
- GO San Dimas reserves the right to withhold services and not allow access to the premises if payments are not received on time.
- Payments made beyond the 5th date of any month will incur a \$50 late fee.

### **Payment Methods**

- Auto Debit and ACH are available with no added fees.
- Credit Card payments will have an added 3% processing fee.

### **Private Executive Suites Additional Fees & Requirements**

- Minimum three month rental commitment for Full-Time Private Suite.

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## **MEMBERSHIP INFORMATION**

Company Name

Full Name, Title

Contact Phone Number

Email Address

Business Type/Industry

*For Private Executive Suites Only*

Please list names of team members to be granted registered access (based on occupancy of selected Executive Suite):

May we publish your name, company, title, and website on the GO San Dimas website and social media platforms? (Your personal contact information including phone, address, and email, will remain confidential.)

Select One:      Yes      No

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## TERMS OF AGREEMENT

Membership Type:

Part Time Executive Suite

Full Time Executive Suite

Monthly Rate:

Deposit Amount (if applicable):

Membership Start Date:

CGL Policy Information:

Insurance Carrier (if required):

Policy #:

Policy Period:

Date Additional Insured

Endorsement Confirmed:

## GOVERNING TERMS OF USE

The following terms of use ("TOU") help ensure the equitable use and enjoyment of the space for all of our members. Please feel free to contact GO San Dimas at [connect@thegospace.com](mailto:connect@thegospace.com) with any questions regarding these terms.

1. **Acceptance of Terms** . By choosing to use office space or Internet at GO San Dimas, you and anyone affiliated in any way with your business agrees to all of the Terms of Use ("TOU") listed herein.
2. **Amendments to Terms** . GO San Dimas reserves the right to update the TOU at any time. GO San Dimas will attempt to contact you to notify you of any updates within 30 days of their enactment using the contact information provided in the Membership Agreement.
3. **Description of Services** . GO San Dimas may provide you with access to office space, workstations, Internet access, office equipment, workshop/conference space, knowledge resources, and other services as GO San Dimas may provide from time to time (collectively, "Services"). The Services at all times are subject to the TOU.

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4. Authority to Bind . You represent that you are authorized to enter into this agreement and that your use of the Services will not conflict with or result in any breach of any license, contract agreement or other instrument or obligation to which you are a party.
5. Use of services . You agree that when participating in or using the Services, you will not use the Services in connection with contests, pyramid schemes, chain letters, junk email, spamming or any duplicative or unsolicited message (commercial or otherwise); Defame, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others; Publish, post, upload, distribute or disseminate any inappropriate, profane, defamatory, obscene, indecent or unlawful topic, name, material or information on or through GO San Dimas Services; Upload, or otherwise violate copyright, trademarks or other intellectual property by making files available that contain images, photographs, software or other material, unless you own or control the rights thereto or have received all necessary consents; Use any material or information, including images or photographs, which are made available through the Services in any manner that infringes any copyright, trademark, patent, trade secret, or other proprietary right of any party; Upload files that contain viruses, Trojan Horses, worms, time bombs, cancelbots, corrupted files, or any other similar software or programs that may damage the operation of another's computer or property of another; Download any file(s) that you know, or reasonably should know, cannot be legally reproduced, displayed, performed, and/or distributed in such manner; Restrict or inhibit any other user from using and enjoying the Services; Violate any code of conduct of other guidelines which may be applicable for any particular Service (including the Building Rules); Harvest or otherwise collect information about others, including email addresses, without the authorization or consent of the disclosing party; Violate any applicable laws or regulations; or create a false identity for the purpose of misleading others
6. Respect of the Space . Common courtesy is expected of all members. Access to GO San Dimas facilities is granted under the agreement that the Member will maintain a clean workspace, wash their dishes, and not leave personal items out in the shared space when not present. Respect of the Space. Common courtesy is expected of all members. Access to GO San Dimas facilities is granted under the agreement that the Member will maintain a clean workspace, wash their dishes, and not leave personal items out in the shared space when not present.
7. Cleaning Up . A professional cleaning company services the common areas of the facility 1-2 times per week and the Community Manager works hard to keep the

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- space clean, however it is also the responsibility of the member to keep their own area clean, throw away trash, and tidy up after themselves.
8. Hours and Access . 24/7 Access is granted to GO San Dimas Members. Members are expected to keep noise levels to an appropriate level, especially during standard Monday-Friday business hours. Phone calls at a respectful volume are okay in the main workspace.
  9. Kitchen Use . GO San Dimas provides dishes, and a dish washing area. Members are required to clean and put away any dishes used.
  10. Refrigerator Use . Members are welcome to use the refrigerator to store food items such as lunches or milk for coffee. Please be mindful of how much you are putting in the fridge and throw away old or expired food. GO San Dimas's cleaning services will empty & clean the fridge on a monthly basis. Anything without a prominent label & date will be discarded.
  11. Personal Property . All members are solely responsible for their own personal property at all times. Rental insurance is strongly recommended for this purpose.
  12. Workshop/Conference Room Usage . Members may book up to their allotted credited hours per month included with their membership. Additional time will be billed at 50% off the standard rental rate for the Workshop/Conference Room. Please book rooms out no more than 2 weeks in advance.
  13. Shared Space . Please be conscious of the volume of your voice, your devices, music, etc. Members may speak in normal voices in the shared office space. However, please be respectful of your surroundings and if your conversations are getting loud or lengthy, please move them to the Workshop/Conference Room or an outdoor workspace. Respect your fellow coworkers and make the environment harmonious for all!
  14. Selling your Services . GO San Dimas is a planned Co-Working Community, and an environment that encourages developing relationships that would build the trust and interest of Members to solicit or refer services from other Members. However, Members are not to approach other members in a sales-focused manner.
  15. Notice of Termination . Members are required to give 30 days' notice to cancel services in writing by email to [admin@goexecutivesuites.com](mailto:admin@goexecutivesuites.com).
  16. No Unlawful or Prohibited Use . As a condition of your use of the Services, you will not use the Services for any purpose that is unlawful or prohibited by these terms, conditions, and notices. You may not use the Services in any manner that could damage, disable, overburden, or impair any GO San Dimas server, or the network(s) connected to any GO San Dimas server, or interfere with any other party's use and enjoyment of any Services. You may not attempt to gain unauthorized access to any Services, or accounts, computer systems or networks connected to any GO

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San Dimas server or to any of the Services, through hacking, password mining or any other means. You may not obtain or attempt to obtain any materials or information through any means. You may not obtain or attempt to obtain any materials or information through any means not intentionally made available through the Services.

17. Allergies . All members are solely responsible for their own personal allergies as well as those of any of their guests, invitees, and friends that enter the property. This includes, but is not limited to known food allergies, peanut allergies, and any other allergies that could lead to a detrimental reaction. Food and drinks are commonly known to be provided on the property, and all members acknowledge and accept full responsibility for themselves and their guests' safety. Members shall defend and indemnify GO San Dimas for any claims made a result of any alleged injury or damage in this regard and as set forth below in paragraph 19.
18. Insurance . It is required for Private Executive Suite Members to obtain and maintain comprehensive general liability insurance policy issued by an A rated Insurance Company admitted in the State of California. This policy must be maintained throughout the tenure of the membership. This CGL policy will provide not less than \$1,000,000 combined single limit coverage of bodily injury, property damage or combination thereof. GO San Dimas shall be listed as an additional insured on all Member's policy or policies of comprehensive general liability insurance, and Member shall provide GO San Dimas with current Certificates of Insurance evidencing Member's compliance with this Paragraph. Member shall obtain the agreement of Member's insurers to notify Landlord that a policy is due to expire at least (10) days prior to such expiration. GO San Dimas is not required to maintain insurance against thefts within the Premises or the Building. The premises include all buildings, common areas and parking areas.
19. Indemnity . All Members agree to indemnify, defend, and hold harmless GO San Dimas, its officers, members, employees, agents and suppliers from and against all claims, losses, expenses, damages, injuries, costs, including reasonable attorneys' fees and court costs, expenses, and liability of every kind, nature and description (including incidental and consequential damages, court costs, litigation expenses and fees of expert consultants or expert witnesses incurred in connection therewith and costs of investigation) resulting from and/or arising out of your use of the property herein, as well as any violation of these terms and conditions (including, but not limited to, negligent, wrongful conduct, or omissions) by Member to the fullest extent permitted by law (including, without limitation, California Civil Code Section 2782.8), with respect to the performance of this relationship. Member shall indemnify and hold harmless GO San Dimas, its owners,

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officers, and employees from all claims, demands, and liability that arise out of, pertaining to, or relate to Member's negligence (active or passive), recklessness, or willful misconduct as well as those same actions/inactions of your officers, employees, guests, invitees, or anyone else either directly or indirectly under your control at GO San Dimas. GO San Dimas reserves the right, at its own expense, to assume the exclusive defense and control of any matter otherwise subject to indemnification by you, in which event you will cooperate with GO San Dimas in asserting any available defenses. Member agrees to pay all attorney's fees and costs of GO San Dimas incurred in the enforcement of the indemnity and defense provisions set forth herein.

20. **Fixtures** . No Member of GO San Dimas shall retrofit or install any fixtures to the property without the prior, written approval from GO San Dimas Any and all improvements must be authorized in advance from the appropriate GO San Dimas representative. Any fixtures that are installed will become the sole property of GO San Dimas upon termination of the membership agreement unless a written agreement to the contrary exists otherwise.
21. **Alcohol Use** . Drink responsibly. All members are solely responsible for the actions/inactions of your officers, employees, guests, invitees, or anyone else either directly or indirectly under your control at GO San Dimas Members agree to defend and indemnify GO San Dimas for any alleged incidents relating to alcohol use by members or their guests pursuant to paragraph 19 above.
22. **Termination by GO San Dimas** . GO San Dimas reserves the right to terminate any Service at any time. GO San Dimas further reserves the right to terminate your participation in and use of any Services, immediately and without notice, if you fail to comply with the TOU.
23. **Termination by Member** . By entering into this contract with GO San Dimas, you are entering into an agreement requiring 30 days' notice to cancel. Written notification of your intent to terminate must be sent by email to GO San Dimas at [admin@goexecutivesuites.com](mailto:admin@goexecutivesuites.com) and the remaining charges for the final 30 days will be prorated on your credit card file or invoiced for payment. Failure to provide a 30-day written notice by email will result in a nonrefundable fee of 50% of membership cancellation. Access to all locations will be immediately discontinued.
24. **Severability** . In the event that any provision or portion of this TOU is determined to be invalid, illegal or unenforceable for any reason, in whole or in part, the remaining provisions of this TOU shall be unaffected thereby and shall remain in full force and effect.

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25. Interpretation : This agreement shall be interpreted under the laws of the State of California.
26. Mandatory Mediation and Arbitration of Disputes . All disputes or claims between the parties related to this Agreement shall first be submitted to mediation through Judicate West at its Los Angeles location All mediation fees will be split equally between the parties. Should the mediation not result in a full and final resolution of any and all disputes, the dispute shall be determined via binding arbitration through Judicate West at its Los Angeles location. The arbitrator shall not be the same person who served as mediator. Initially, all arbitration fees shall be split equally between the parties. The prevailing party shall be entitled to recover its reasonable attorney's fees and arbitration fees from the losing party, except that if the prevailing party failed to first pursue mediation of the dispute or failed to respond to a mediation demand, then that party shall not be entitled to recover its reasonable attorney's fees and arbitration fees from the losing party Judgment upon the decision of the arbitrator may be entered in any court having jurisdiction thereof.

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By signing this agreement you grant the absolute and irrevocable right and unrestricted permission concerning any photographs that are taken or may be taken of you. These photographs may be used with others, to use, reuse, publish, and republish the photographs in whole or in part, individually or in connection with other material, in any and all media now or hereafter known, including the Internet, and for any purpose whatsoever.

You release and discharge GO San Dimas from any and all claims and demands that may arise out of or in connection with the use of the photographs, including without limitation any and all claims for libel or violation of any right of publicity or privacy.

### **MEMBER AGREEMENT**

I hereby acknowledge that I have read and understood all of the terms and conditions contained in this agreement and further agree to be bound to the TOU, rules and regulations set forth above regarding my participation in and use of the Services.

Printed Name:

Signature:

Date:

### **GO SAN DIMAS AGREEMENT**

I hereby acknowledge that I have read and understood all of the terms and conditions contained in this agreement with the MEMBER as identified above.

Printed Name:

Signature:

Date:

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