

## TERMS FOR USING WOTSO WORKSPACE PASSPORT PROGRAM:

1. Any permanent desk, hotdesk or serviced office member may use the Passport program during their active membership with WOTSO.
2. The WOTSO passport system is not available to daily drop-in users, virtual office tenants or external colleagues/staff/family or friends of members in the space.
3. The WOTSO passport allows members to hotdesk ONLY at other locations. Under the passport system, members will not be given access to serviced offices in another space or the option of a permanent desk. As such Passport users in other spaces are expected to take all belongings home/out with them at the end of their day in the space.
4. Where memberships are placed on hold, WOTSO passport is not available to the member and daily drop-in at other WOTSO spaces will be charged as a casual day pass.
5. Where more time is spent during a calendar month at a space other than their 'home' space, the member shall be charged for membership at the Passport space for that month, if the rate is higher than that of their 'home' space.
6. WOTSO Passports are non-transferrable, and may not be used by non-members or daily drop-in/virtual office members, either associated with an existing member or otherwise.
7. Where a member has given notice to cancel their WOTSO coworking or serviced office membership, any Passport days booked and used after their notice period completes shall be charged as standard casual day passes.
8. The monthly value of the WOTSO Passport cannot be exchanged for kind across other WOTSO services.
9. The WOTSO passport applies to all spaces within the WOTSO network that provide hotdesking. Where a new space is added to the network, it is available for use with the Passport system unless stated otherwise.
10. The Passport program is available during business hours (Monday – Friday, 8:30am – 5:30pm) and we ask that where possible you provide us with 24 hours notice by contacting your 'home space' leader with the date and space you wish to use under the Passport. We can organise access on Weekends

or after hours if required but also require a minimum of 24 hours notice for this service please.