

ADU MEMBER CONTRACT AGREEMENT

1: PARTIES This is a contract between the individual _____ and the organization Autonomous Design Union L3C (“ADU”), in which ADU grants the individual rights and duties regarding basic training, standard policies, member consultation, and guided access to the tools, materials, and resources held within the production studio of Jacob C. Down Manufacturing (“JCD MFG”), hosted by Ponyride, a co-working space at 5203 Loraine St (“Ponyride”).

2: L3C STATUS ADU has been formed as a low-profit limited liability company, which designates our organization as an educational institution as well as a not-for-profit venture. As part of a practice of active transparency, ADU agrees to publish* all financial records, legal documents, equipment listings, and other educational references publically on our informational database: [the ADU Drive](#).

3: MEMBER STATUS The individual, upon signature of this contract and payment in full, will be considered and referred to as a member (active or inactive) and will be granted certain rights and privileges both before and after the 30 day period specified in this contract, including but not limited to: phone support on our ADU hotline, networking & business support via affiliated ADU channels, and access to members-only digital resources on the ADU Drive. After the conclusion of the contracted period, the member will be considered inactive until the next contract agreement has been signed. A member is considered in good standing if they do not owe any outstanding dues or late fees for previous months, and has no history of repeated violations of terms of use. A member is considered in good standing even if the member is inactive (not on a contract in the current billing cycle).

4: BILLING CYCLE Seven (7) days prior to the 30 day billing cycle that begins on the 15th of the month of _____, ADU will bill (via invoice) the individual for the monthly membership access rate applied to their status on file as per the [ADU Member Application](#), which is \$_____. There will be a 7 day period before the invoice is due in full, or else a late fee of \$5 will be applied to the next billing cycle.

5: EARLY PAYMENT DISCOUNT A member in good standing is eligible for a discount of \$25 each month if payment is submitted more than seven (7) days prior to billing cycle (the 1st-7th of each month prior to contracted period beginning on the 15th of that same month). Payments submitted earlier than the 1st (more than 14 days prior to billing cycle) are not eligible for additional discounts (beyond the initial \$25) but are eligible for two free day passes to be used prior to contract period (or may be redistributed to a guest of the member’s choosing like a coupon to be redeemed at any time).

6: COMMITMENT The contract is a 30 day agreement and there is no commitment to membership beyond the period contracted, however, continued access will be assumed and the

appropriate invoices will be generated unless the member states in writing (such as a brief email message to autondesignunion@gmail.com) that they wish to discontinue their membership at any time.

7: CANCELLATION The functions of the contract will not be cancelled before the 30 day period is complete as long as the member contract was paid in full at the time of notice, provided the member has not violated ADU terms of use within our home site at Ponyride.

8: TERMS OF USE [ADU Terms of Use](#) is a separate agreement that applies to all individuals accessing our co-working production studio and sew tech school within Ponyride (% JCD MFG) and can always be found on our public drive of documents via our [website](#).

9: NEW MEMBERS An individual who is a new member may begin access to the co-working/training studio at ADU's home site by scheduling an appt in advance with an ADU facilitator to read, comprehend, and sign off on all standard policies of ADU/JCD MFG/ Ponyride at large. Thorough comprehension of ADU policies and procedures is a significant process and should take at least an hour to review, but can take much longer depending on the individual's preferred pace of learning and prior experience.

10: POLICY VIOLATIONS If an individual fails to adjust their behavior after being notified of a policy they have violated, the individual may be considered in breach of contract, and this agreement may be terminated with no returns on funds already paid. Further details about access & conduct in the Ponyride co-working space can be found in our mandatory [Terms of Use](#) agreement.

11: PERSONAL WORK ADU's in-house member organizing system is available exclusively to active members on a first-come-first-serve basis, and any personal resources brought into the space by a member must be stored appropriately as per the [Organizing System Contract](#), or taken out when they leave the work space, or risk their personal items being thrown out or otherwise reappropriated by ADU. For inquiries about accessing the Organizing System for personal work, email autondesignunion@gmail.com.

12: PONYRIDE ACCESS Additionally, ADU does not guarantee privacy over intellectual property in a shared work space, nor can we guarantee hours of availability when impacted by reduced access to Ponyride at large or in rare cases due to short staffing. In the event that a member's access is denied or significantly reduced due to unpredictable outside forces, contracts may be cancelled and refunded in partial or in full by special request to autondesignunion@gmail.com. Further details about access & conduct in the Ponyride co-working space can be found in our mandatory [Terms of Use](#) agreement.

13: INHERENT RISK Finally, it must be understood that the use of industrial manufacturing equipment is inherently dangerous and therefore ADU takes no responsibility for personal injury or personal work/items/materials that are damaged during use of ADU equipment. ADU

facilitators are on site to provide the most appropriate guidance and/or restriction (based on their extensive experience & training on this equipment in this arrangement) to ensure that injury/damage are avoided as much as possible, but facilitators cannot prevent all forms of risk or misuse/human error, and will not be held liable in the instance of a critical miscommunication or inability to supervise every risk taken by every individual in the space at once.

14: INCLUSIVITY The Autonomous Design Union L3C is an inclusive, all-ages educational not-for-profit organization. We welcome all opportunities to expand our strategies for making the world of textile arts more accessible and inclusive to all ages, expressions, neurotypes, and abilities. We also believe that each individual is the expert on their own needs & learning style, and should be a major part of the design process for crafting functional strategies for learning/training in any field. If you have specific concerns or feedback about the language we use online or accessibility in our space, we request that you please let us know more at autondesignunion@gmail.com so we can work with you to address your needs.

15: LIABILITY However, minors (under 18) and other individuals under the jurisdiction of a legal guardian must have their guardian sign an additional waiver called the [ADU Liability Waiver & Release Form](#). This document releases ADU of responsibility of harm given the inherent risk associated with industrial machinery, as well as establishes a higher form of protocol for facilitation to ensure safe access is accommodated. Additional fees may apply to one-on-one training sessions deemed necessary to ensure the terms of safe use are fully comprehended by the member and/or their guardian.

16: RECORDS & REPORTS ADU will never publicly publish a member's personal or business information, beyond their member status (i.e. which types of contracts the individual has paid on file at any given time), without the express consent of the member (such as in the case of a member showcase page on our website or as part of a list of partners promoted via our public ADU Drive). ADU will keep private and secure digital records of all transactions from all members, current and inactive, in perpetuity for tax purposes. Financial reports will be furnished quarterly as part of our mission to maintain transparency regarding membership revenue and investor funds, as well as to contribute to the public knowledge base of functional cooperative membership models for all industries/organizations.

Member name (printed) _____ Date _____
Member signature _____

ADU admin signature _____ Date filed _____
Date payment received _____