



# ENTREPRENEURSHIP HUB

## Launchpad Membership Agreement

**This Membership Agreement ("Agreement") is established on [Date], between:**

W&M Entrepreneurship Hub

249 Richmond Road

Williamsburg, VA 23185

("Hub")

**AND**

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[Member's Name/Company]

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[Address]

("Member")

### 1. Introduction/Summary

- a. The W&M Entrepreneurship Hub, in partnership with the City of Williamsburg, James City County, and York County, operates Launchpad as the Greater Williamsburg region's entrepreneurial home base. Membership provides access to coworking space, mentorship, programs, student talent, and regional partnerships, fostering an environment of innovation, collaboration, and growth.

### 2. Mission Statement

- a. The Entrepreneurship Hub educates, inspires, and supports people in developing and applying entrepreneurial skills and mindsets.

### 3. Vision Statement

- a. A W&M community known for its entrepreneurial thinkers who address meaningful opportunities and challenges of consequence.

### 4. Core Values

- a. Innovation & Excellence: Continuously striving for high standards, quality, and improvement.
- b. Purpose & Passion: Driving a campus-wide movement where entrepreneurial thinking fuels positive change.
- c. Integrity & Accountability: Building trust through responsible stewardship and reliable outcomes.
- d. Mutual Respect & Teamwork: Embracing diverse perspectives and fostering an inclusive, collaborative environment.

### 5. Term

- a. Membership is month-to-month unless otherwise specified.

- b. Prepay options are available.
- c. Either party may terminate membership with 30 days' written notice.

## **6. Membership & Pricing**

- a. Membership Type & Value
  - i. Membership (\$135/month):
    1. Weekday coworking access (9am-5pm)
    2. 10 hrs/month of conference room use
    3. Wi-Fi, printing, and coffee/tea
    4. One registered user
    5. Free parking (if available)
    6. Access to Hub events, programs, and resources
  - ii. Available Add Ons:
    1. Mail & Package Handling – \$15/month
    2. Main Hall Rental – \$50/hr
    3. Extra Conference Room Hours – \$75/block (10 hrs)
    4. Extra Users – \$75/user/month
    5. 24/7 Access – \$100/month
    6. Private Office – \$375/month (includes 24/7 access, lockable office space)

## **7. Use of Facilities**

- a. Members agree to respectful use of coworking areas, conference rooms, and common spaces.
- b. Private office members receive 24/7 access; base membership includes weekday access.
- c. Members are responsible for their own property and any damages caused.

## **8. Program Participation**

- a. Participation
  - i. Members are encouraged to engage in Launchpad programs (Rocket Pitch, Demo Day, Topic Talks, mentorship, etc.) to maximize value.
  - ii. Quarterly check-ins with Hub staff may be scheduled to align resources with member goals.
  - iii. Access to space, events, resources, and programs is contingent on active membership.

## **9. Member Obligations & Affiliate Access**

- a. Launchpad members are recognized as W&M Affiliates and must use this designation in ways that align with the Hub's mission of supporting entrepreneurial growth.
  - i. Privileges:
    1. Affiliates have access to select resources, services, and the community network within the Hub, with the following privileges:
      - a. Event Attendance: Members may attend Hub events that support venture development and entrepreneurial growth.
      - b. Resource Access: Members may use coworking spaces, breakout rooms, and other designated facilities as outlined in this agreement.
      - c. Networking & Mentorship: Members are encouraged to engage in peer-to-peer collaboration and may request access to the mentor network, contingent upon availability.
  - ii. Limitations
    1. While Affiliate Access offers many valuable resources, certain limitations ensure a respectful and focused community environment:
      - a. Student Group Engagement: Attendance at student-led events requires invitation or written permission from the group's leadership.
      - b. Representation: Members may reference their Hub membership but may not imply formal partnership or endorsement by William & Mary.

- c. Boundaries: Activities must remain consistent with the Hub's mission. Intrusive or unsolicited engagement will result in review.
- d. Documentation Requirements:
  - i. Affiliates must obtain and provide formal written permissions for any engagement with Hub resources that involve external entities or student groups, including but not limited to attendance at student meetings, speaking engagements, or collaborative projects. All documentation must be submitted to the Hub Director for review and formal approval. This process ensures compliance with both Hub and University policies and promotes transparency in Affiliate activities.
- iii. Consequences of Misuse
  - 1. Non-compliance with the above terms will result in consequences as follows:
    - a. Warning - Initial infractions will be addressed with a formal notice.
    - b. Restricted Access - Repeat issues may result in suspended event or mentorship privileges.
    - c. Termination - Serious or repeated violations may result in permanent loss of membership without refund.
      - i. The Hub reserves the right to interpret, enforce, and amend these terms as needed to maintain a safe and collaborative environment.

## **10. Ethics & Conduct**

- a. Affiliates must uphold William & Mary's [Code of Ethics](#) and are expected to conduct themselves in a manner that fosters a respectful and professional environment for all members. Ethical responsibilities, including maintaining integrity, accountability, and respect for shared spaces, apply to all members universally. Affiliate Terms focus particularly on interactions within the Hub, external representations, and engagements with student groups.
- i. Expectations for Members:
  - 1. Compliance with Ethical Policies: Support and resources provided by the Hub are contingent upon compliance with the university's ethics guidelines. Integrity and accountability are required to leverage all the Hub offers to aspiring entrepreneurs.
  - 2. Consequences of Violations: Penalties for failing to uphold these ethical standards may include suspension of participation in W&M-sanctioned entrepreneurship activities, expulsion from the university, and/or legal action.

## **11. Mutual Responsibilities**

- i. Both the Member and the Hub commit to upholding the following responsibilities to ensure a collaborative, respectful, and supportive environment:
  - 1. Respectful Use: Using Hub space and facilities with consideration for others.
  - 2. Open Communication: Addressing concerns promptly and constructively.
  - 3. Flexibility: Adapting to changes and challenges in entrepreneurial pursuits.
  - 4. Confidentiality: Treating shared information with respect and discretion.
  - 5. Good Faith Collaboration: Working together to support the scalability and success of the Member's venture.
  - 6. Renewal Consideration: Upon term completion, discussing renewal and adjustments as needed.

## **12. Acknowledgments**

- a. No Guarantees
  - i. No representations, warranties, promises, or guarantees of Member success are made by the W&M Entrepreneurship Hub.
- b. Independent Members

- i. Member remains an independent enterprise with no employment, partnership, joint venture, or similar relationship with the W&M Entrepreneurship Hub.
- c. Intellectual Property
  - i. Member owns all intellectual property independently developed during the Program, with exceptions for collaborative projects with William & Mary faculty and staff.

**[Name of the Member/Organization]**

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[Signature] [Printed Name] [Title] [Date]

**[W&M Entrepreneurship Hub]**

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[Signature] [Printed Name] [Title] [Date]