



102 E 2nd St. Davenport, IA 52801. 563-265-2527. [www.coworkqc.com](http://www.coworkqc.com)

**coworkqc** is a membership-based coworking space and community. Both members and non-members may reserve and use various areas of the space.

The following terms apply to our space use payments, cancellations and refunds:

**(1) FOR MEMBERSHIPS:**

All our **coworkqc** memberships are billed on a month-to-month basis according to the signed membership agreement.

A notice of cancellation is required in writing by email to [rena@coworkqc.com](mailto:rena@coworkqc.com) 30 days in advance (for example, if canceling June 1st, written notice must be sent before May 1st).

Day passes are billed at the time of booking and are non-refundable under any circumstances. The online payment confirms the booking.

We may cancel your membership with immediate effect if you have breached any terms and conditions of our membership agreement. Membership fees or other charges remaining unpaid 3 days after the due date are required to be fully remedied immediately. The member will also be charged the 30-day membership fee for breach of 30-day notification of cancellation. In addition, we reserve the right to cancel your membership at any time with 30-day notice.

**(2) FOR MEETING & CONFERENCE ROOM RESERVATIONS:**

For open space events:

If you are using the workspace as the venue for your event, you may cancel your event for a full refund at least 7 days in advance of your event date. The cancellation must be submitted in writing by email to [rena@coworkqc.com](mailto:rena@coworkqc.com).

Conference Rooms:

If your cancellation is received between 6 days and 72 hours (three days) prior to your event date, then you will be refunded 50% of your booking fees. Any cancellation shorter than 72 hours prior your event is non-refundable.

No other refunds or discounts are available beyond these dates.