



SUBSCRIBER APPLICATION

Telework Center Address: 16 Lake Street North, Mora, MN 55051

Type of Subscription:

- ☐ Daily - \$5 *(cash or check only; daily use only available when Manager is on site or by other arrangement approved by Manager)*
- ☐ Monthly - \$75 *(the fee will be prorated at \$2.50 /day for first-time subscribers when joining after the 5th of the month; monthly subscriptions expire on the last day of each month; the lock box code will change on the first business day of the month)*
- ☐ Conference Room Only - \$25 per day *(no cost for monthly subscribers or Chamber members)*

Name: _____ Birthdate: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Driver's License Number: *(a copy of your license is also required)* _____

Vehicle Description: _____ License Plate Number: _____

Describe your current telework center needs *(i.e., work, education, other)*: _____

Current Equipment Needs:

- ☐ Work Station with Wireless Connection for Use of Personal Equipment
- ☐ Work Station with Computer
- ☐ Printer
- ☐ Phone
- ☐ Other *(describe below)*

Facility & Subscriber Regulations: Please read carefully and initial each regulation.

- _____ Subscribers must be 18 years of age or older.
- _____ The facility is under constant surveillance. Tampering with surveillance equipment will not be tolerated.
- _____ Clean up after yourself before leaving facility.
- _____ Be respectful of the facility, equipment, staff and other subscribers.
- _____ Only subscribers are allowed in the facility, unless individuals are using the conference room or have approval from telework center staff. Do not bring "guests" into the facility.
- _____ Do not provide facility access (the keypad lock code) to non-subscribers.
- _____ Do not remove any equipment that you do not personally own. Remember, the facility is under constant surveillance.
- _____ If you encounter any problems with the facility or equipment, promptly report problems to the facility manager.
- _____ **Subscribers must comply with ALL of the above regulations. Violators may be removed and blocked from the Kanabec County Telework Center permanently and any dues paid in advance will be forfeited.**

Applicant's Signature

Date

Manager's Signature of Approval

Date

Please email this application to Mora Area Chamber Director, Jenna Grabowski, at moraareachamber@gmail.com or mail it to 16 Lake Street North, Mora, MN 55051. If approved, Jenna will contact you directly to provide access to the facility.

Note: Pine Tech students must first complete a "Student User Agreement" through Pine Tech before submitting this subscriber application.