

Space Sharing Questions

The following questions, though not exhaustive, are representative of the numerous issues which must be addressed in order to preclude misunderstandings between Host and Guest. It is suggested that a space sharing arrangement be memorialized in and administered by way of two separate written agreements between the parties: a sublease and an operating agreement.

1. What specific areas (rooms) will be dedicated exclusively to the Guest?
2. What specific areas (rooms) will be dedicated exclusively to the Host?
3. What specific areas (rooms) will be dedicated as Common Areas?
4. Will the Guest be given parking rights?
5. Will the Guest have keys to the facility?
6. Will the Guests employees have keys to the facility?
7. Will the Guest's use of the facility be limited to specific days/hours?
8. Will the Guest be identified on the Host's signs?
9. Will the Guest have separate telephone lines or will the Guest be using the Host's telephone system?
10. Will the Guest have separate internet service or will the Guest be using the Host's internet service?
11. Will the Guest have separate computer system or will the Guest be using the Host's computer system?
12. Will the Guest have his/her own front desk staff or will he/she be using the Host's front desk staff?
13. What specific fixtures, furnishings and equipment will the Guest have exclusive use of?
14. What specific fixtures, furnishings and equipment will the Host have exclusive use of?
15. What specific fixtures, furnishings and equipment will the Guest and the Host use in common?
16. What staff people will the Host and Guest share?

17. What specific supplies will the Host provide for use by the Guest?
18. What specific supplies will be the sole responsibility of Guest to provide for him/herself?
19. What specific costs and expenses will be solely the Guest's responsibility?
20. What specific costs and expenses will be solely the Host's responsibility?
21. Will Host and Guest be joining in a cooperative advertising effort?
22. How will the following costs and expenses be allocated between Host and Guest?

- Office Rent
- Heat/AC
- Water/sewer
- Real estate taxes
- Fire/casualty insurance
- Public liability insurance
- Suite janitorial
- Trash removal
- Hazardous waste removal
- Premises repair and maintenance
- Equipment repair and maintenance
- Furniture and fixture repair and maintenance
- Lab expenses
- Office supplies
- Equipment rental
- Other occupancy charges

23. How long a commitment does the Host seek from the Guest?
24. How long a commitment does the Guest seek from the Host?
25. Will the Host require a security deposit and/or a personal guaranty?
26. Will either party require an early termination agreement?