



Ora et Labora Catholic Co-Working Fellowship offers a shared, fellowship-driven workspace for Catholic workers. It exists because of your desire to pursue excellence and holiness within your occupation. As a member, you will not just be a customer of Ora et Labora, you'll be an active contributor of what the fellowship is and how it builds you and others up.

Membership Features

Below are some, but not all, of the benefits members receive as part of their membership:

All Memberships

- Access to high-speed wired and wireless internet
- Use of conference room (as available / according to membership)
- Use of A/V recording studio (as available / according to membership)
- Use of recreation area (as available)
- Access to the St. Benedict Chapel and communal prayer services and liturgies
- Free coffee and beverages
- Use of office equipment
- Access to the Monte Cassino Bar
- Free or discounted fees to special events at Ora et Labora
- Discounted rental fee for use of Ora et Labora for personal events

Member (\$100)

- Access to an open desk
- Two hours per month of Conference Room & A/V recording studio
- Discount on storage space

My Desk Member (\$150)

- Access to a dedicated lockable desk of your exclusive use and storage
- Four hours per month of Conference Room & A/V recording studio
- Discount on additional storage space

My Office Member (\$300)

- Access to personal suite with lockable door
- Six hours per month of Conference Room & A/V recording studio
- Discount on additional storage space

My Office Member Plus (\$400)

- Access to large, presidential suite with lockable door and closet
- Eight hours per month of Conference Room & A/V recording studio
- Discount on additional storage space

Payment Terms & Options

Dates

- All membership payments are due on the first business day of each month
- Ora et Labora reserves the right to charge late fees and/or withhold services if payments are not on time

Payment Methods

- All memberships are offered a 10% discount when paid 12 months in advance
- Member and My Desk memberships are month by month
- My Office memberships are 1 (one) year contracts
- Members may pay via Cash, PayPal or Check
- Make checks payable to: OEL
- Deliver checks to Chris Stewart

Choose A Membership Level

Please indicate quantity of memberships, if applicable.

____ **Member (\$100/month)**

____ **My Desk Member (\$150/month)**

____ **My Office Member (\$300/month)**

____ **My Office Member Plus (\$400/month)**

I have paid \$_____ in advance for the first month.

I have paid 12 months in advance minus 10% discount \$_____.

If approved Membership will commence on _____.

Membership Acceptance

All membership applications will be reviewed promptly by the OEL Membership Committee. If more information or clarification is needed the prospective member will be contacted by phone or email.

Contact Information / Application

Name:

Home Address:

Phone:

Email:

Parish:

Company (if applicable):

Position:

Web address:

**Is it OK to publish your name, company, position and web site on our member director and website?
(Your personal contact information will be kept private.)**

Yes No

Describe your company/business/work:

Why do you desire to join our fellowship?

What can you personally and/or your business bring to our fellowship?

How many hours per week do you estimate being at OEL?

ORA ET LABORA
PRE-APPLICATION STATEMENT

“Go out to the whole world and proclaim the Good News to all creation.”
(Mark 16:15)

The mission of Casting Nets Ministries, Inc. (Casting Nets) is to support the New Evangelization of the Catholic Church.

All Christ’s faithful, by virtue of their baptism, are called by God to contribute to the sanctification and transformation of the world. They do this by fulfilling their own particular duties in the spirit of the Gospel and Christian discipleship. Working in lay apostolates to support the Church is a path of Christian discipleship to be encouraged. Those who work for lay apostolates continue the mission and ministry of Christ. Their service is unique and necessary for the life and growth of the Church. Employees of Casting Nets are, therefore, “co-workers in Christ Jesus” (Romans 16:3-16).

The Church needs the services of dedicated lay persons who have a clear knowledge and proper understanding of the teachings of the Church and a firm adherence to those teachings, and whose words and deeds are in conformity with the Gospel. All who seek employment or ministry in Casting Nets are expected to continue their formation and their willingness to learn and grow and to deepen their desire to serve the Lord with excellence and generosity. Those employed by Casting Nets are rightly expected to be practicing Catholics whose faith is an essential part of their daily lives and who participate fully in the communal worship and life of the Church.

We recognize that persons who are non-Catholic Christians are also called by the Lord to stand before the world as a witness to his life and resurrection. We, therefore, welcome collaboration with such persons of good faith who share our Catholic vision on important social, moral and ethical issues. It is important for anyone interested in collaborating with us in our work and ministry to have an understanding of the Catholic Church and her teachings.

Our Catholic religious beliefs provide the basic framework for our ministry and our moral, ethical and social teachings. It is important for anyone interested in collaborating with us in our work and ministry to have an understanding of these teachings.

Ora et Labora is committed to promoting a “Culture of Life” from the moment of conception to the moment of natural death. We believe in the inherent dignity of the human person, created in the image and likeness of God, and possessing basic rights endowed by God, including the right to life, the right to religious liberty, and the right to be treated justly with dignity and respect. We believe human sexuality and human procreation are gifts from God to be shared through the risen Christ only by those joined in marriage, an institution that is itself instituted by Almighty God. We believe that all persons are called by God to live chaste lives by virtue of their own dignity and according to their state of life. We believe in the rights of workers to just working conditions, just wages and benefits, as well as the right to organize and join unions or other associations. We oppose all forms of oppression and exploitation, including racism, sexism, pornography, sexual abuse and harassment, and unlawful discrimination.

We embrace as a matter of faith, the teachings, policies and beliefs of the Magisterium of the Catholic Church, as defined in the Deposit of Faith. We, therefore, reject anything which is contrary to that teaching, including:

- Abortion, euthanasia, assisted suicide, artificial contraception, voluntary sterilization, and the unnecessary use of capital punishment;
- Pornography and obscenity, adultery, cohabiting in sexual relationships of any nature outside of marriage, homosexual activity, the notion of “gay marriage,” and the adoption or placement of children in anything other than a traditional family setting;
- Secularism, the paring back of religious freedom rights, or the restriction of religious liberty and liberty of conscience, anti-Catholicism, or anti-Catholic biases;
- The abuse of alcohol or the use of illegal narcotics or other controlled substances; and
- Violence or the use of force to resolve social, political or religious problems.

After you have carefully reflected on what is contained in this Pre-Application Statement, we invite you to complete the Acknowledgement if you are interested in seeking membership with Ora et Labora.

Acknowledgment

By signing below, I hereby acknowledge that I have received and read the foregoing Pre-Application Statement of Ora et Labora. After reading and reflecting upon the teachings and beliefs of the Catholic Church, and the manner in which those matters impact membership of a lay apostolate such as Ora et Labora, I wish to apply for membership with Ora et Labora, with a full understanding of the religious nature of Ora et Labora as a fellowship. I understand Ora et Labora’s expectations that if my application for membership results in my being accepted, I will be subject to standards of conduct that incorporate the teachings and beliefs of the Catholic Church as set forth in the Pre-Application Statement, and that these performance expectations will be a material condition of my membership.

Signature: _____

Name: _____

Date: _____

Co-Working Best Practices

Ora et Labora is a **shared, collaborative** and **open** workspace fellowship. In order to peacefully co-exist, there are some best practices that we should all follow:

- **Be friendly.** Introduce yourself to others. You'll probably find other motivated hard workers like yourself. They can be great resources to bounce ideas off. Many a business have been formed based on common goals and complementary skills.
- **Be considerate and respectful of others.** When you are finished using something, put it back the way you found it. Push chairs back in, clean off work spaces, and erase white boards. Always keep in mind you are sharing the space with others.
- **Advertise yourself.** If you have a permanent office or desk, put something up with your logo and make sure we showcase you on the TV in the front. If you want to share or test your marketing material, bring it to our mixers and share it with the community. The more the community knows what you are about, the more buzz it can create for you.
- **Need to work.** When it's time for you to focus and do your productive work, the universal sign for "do not disturb" is to put on your headphones. If others have headphones on, that's a sign they have serious work to get done.
- **Phone calls** in the open space are fine, just talk at a normal volume and be aware it is an open space with the associated background noise. If you need privacy, are practicing aggressive negotiations or you have to yell at someone, use the phone room, take a walk outside or use the insulated quiet of your car. On the flip side, if you get disturbed easily by someone on a call, a good set of headphones are a must. If you are on the phone a lot using your booming sales voice, a private office is your best membership option.
- **Keep our space clean.** When you leave, another person will most likely sit at that same spot. So please keep it clean and trash your trash. Note that the refrigerator is emptied every Friday.
- **If the coffee is out,** make a pot yourself! You'll probably get lots of love for brewing good coffee.
- **Keep kitchen and bar clean.** As a fellowship family we expect each member to clean up after themselves and do their own dishes.
- **Make it even better.** We are a fellowship, let us know of suggestions on how we can make Ora et Labora better. We're interested in both large and small suggestions from what pop should be in the pop fridge, to enhancements in the conference room.

Terms of Use

Our TOU is long and boring, but it's important that you read it carefully to understand your rights and protections, as well as ours. We hope to be able to simplify these terms in the future. Please contact us at EMAIL if you have questions regarding this TOU.

1. Acceptance of Terms.

The services Ora et Labora Catholic Co-Working Fellowship, LLC ("Ora et Labora") provides to you, the undersigned (including but not limited to use of office space and access to Internet), are subject to the following Terms of Use ("TOU").

Ora et Labora reserves the right to update the TOU at any time. Ora et Labora will attempt to contact you to notify you of any updates within 30 days of their enactment using the contact information provided in the Membership Agreement.

2. Description of Services.

Ora et Labora may provide you with access to office space, work stations, Internet access, office equipment, conference space, knowledge resources, and other services as Ora et Labora may provide from time to time (collectively, "Services"). The Services at all times are subject to the TOU.

3. No Unlawful or Prohibited Use.

As a condition of your use of the Services, you will not use the Services for any purpose that is unlawful or prohibited by these terms, conditions and notices. You may not use the Services in any manner that could damage, disable, overburden, or impair any Ora et Labora server, or the network(s) connected to any Ora et Labora server, or interfere with any other party's use and enjoyment of any Services. You may not attempt to gain unauthorized access to any Services, or accounts, computer systems or networks connected to any Ora et Labora server or to any of the Services, through hacking, password mining or any other means. You may not obtain or attempt to obtain any materials or information through any means not intentionally made available through the Services.

You hereby represent and warrant that you have all requisite legal power and authority to enter into and abide by the terms and conditions of this TOU and no further authorization or approval is necessary. You further represent and warrant that your participation or use of the Services will not conflict with or result in any breach of any license, contract, agreement or other instrument or obligation to which you are a party.

4. Use of services.

You agree that when participating in or using the Services, you will not:

- a. Ora et Labora prohibits any use of the Services Internet connection to access materials that are obscene, pornographic or in any manner deemed "harmful to minors;" consistent with any state and local laws. Internet provided will be filtered for illegal and pornographic material.

- b. Use the Services in connection with pyramid schemes, chain letters, junk email, spamming or any duplicative or unsolicited message (commercial or otherwise);
- c. Defame, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others;
- d. Publish, post, upload, distribute or disseminate any inappropriate, profane, defamatory, obscene, indecent or unlawful topic, name, material or information on or through Ora et Labora Services;
- e. Upload, or otherwise make available, files that contain images, photographs, software or other material protected by intellectual property laws, including, by way of example, and not as limitation, copyright or trademark laws (or by rights of privacy or publicity) unless you own or control the rights thereto or have received all necessary consent to do the same;
- f. Use any material or information, including images or photographs, which are made available through the Services in any manner that infringes any copyright, trademark, patent, trade secret, or other proprietary right of any party;
- g. Upload files that contain viruses, Trojan Horses, worms, time bombs, cancelbots, corrupted files, or any other similar software or programs that may damage the operation of another's computer or property of another;
- h. Download any file(s) that you know, or reasonably should know, cannot be legally reproduced, displayed, performed, and/or distributed in such manner;
- i. Restrict or inhibit any other user from using and enjoying the Services;
- j. Violate any code of conduct of other guidelines which may be applicable for any particular Service;
- k. Harvest or otherwise collect information about others, including email addresses, without the authorization or consent of the disclosing party;
- l. Violate any applicable laws or regulations; and
- m. Create a false identity for the purpose of misleading others.

5. Confidentiality.

Ora et Labora reserves the right at all times to disclose any information about you, your participation in and use of the Services as Ora et Labora deems necessary to satisfy any applicable law, regulation, legal process or governmental request, or to edit, refuse to post or to remove any information or materials, in whole or in part, in Ora et Labora's sole discretion.

- a. You acknowledge and agree that during your participation in and use of the Services you may be exposed to Confidential Information. "Confidential Information" shall mean all information, in whole or in part, that is disclosed by Ora et Labora, or any participant or user of the Services or any employee, affiliate, or agent thereof, that is nonpublic, confidential or proprietary in nature. Confidential Information also includes, without limitation, information about business, sales, operations, know-how, trade secrets, technology, products, employees, customers, marketing plans, financial information, services, business affairs, any knowledge gained through examination or observation of or access to the facilities, computer systems and/or books and records of Ora et Labora, any analyses, compilations, studies or other documents prepared by Ora et Labora or otherwise derived in any manner from the Confidential Information and any information that you are obligated to keep confidential or know or has reason to know should be treated as confidential.
- b. Your participation in and/or use of the Services obligates you to
 - i. maintain all Confidential Information in strict confidence;
 - ii. not to disclose Confidential Information to any third parties;
 - iii. not to use the Confidential Information in any way directly or indirectly detrimental to Ora et Labora or any participant or user of the Services.

- c. All Confidential Information remains the sole and exclusive property of Ora et Labora or the respective disclosing party. You acknowledge and agree that nothing in this TOU or your participation or use of the Services will be construed as granting any rights to you, by license or otherwise, in or to any Confidential Information or any patent, copyright or other intellectual property or proprietary rights of Ora et Labora or any participant or user of the Services.

6. Participation In or Use of Services.

You acknowledge that you are participating in or using the Services at your own free will and decision. You acknowledge that Ora et Labora does not have any liability with respect to your access, participation in, use of the Services, or any loss of information resulting from such participation or use.

7. Disclaimer of Warranties.

To the maximum extent permitted by applicable law, Ora et Labora provides the services “as is” and with all faults, and hereby disclaim with respect to the services all warranties and conditions, whether express, implied or statutory, including, but not limited to, any (if any) warranties, duties or conditions of or related to: merchantability, fitness for a particular purpose, lack of viruses, accuracy or completeness of responses, results, workmanlike effort and lack of negligence. Also, there is no warranty, duty or condition of title, quiet enjoyment, quiet possession, correspondence to description or non-infringement. The entire risk as to the quality, or arising out of participation in or the use of the services, remains with you.

8. Exclusion of Incidental, Consequential and Certain Other Damages.

To the maximum extent permitted by applicable law, in no event shall Ora et Labora or its subsidiaries (whether or not wholly-owned), affiliates, divisions, and their past, present and future officers, agents, shareholders, members, representatives, employees, successors and assigns, jointly or individually be liable for any direct, special, incidental, indirect, punitive, consequential or other damages whatsoever (including, but not limited to, damages for: loss of profits, loss of confidential or other information, business interruption, personal injury, loss of privacy, failure to meet any duty (including of good faith or of reasonable care), negligence, and any other pecuniary or other loss whatsoever) arising out of or in any way related to the participation in or inability to participate in or use of the services, the provision of or failure to provide services, or otherwise under or in connection with any provision of this agreement, even in the event of the fault, tort (including negligence), strict liability, breach of contract or breach of warranty of Ora et Labora, and even if Ora et Labora has been advised of the possibility of such damages. Because some states/jurisdictions do not allow the exclusion or limitation of liability, for consequential or incidental damages, the above limitation may not apply to you.

9. Limitation of Liability and Remedies.

Notwithstanding any damages that you might incur for any reason whatsoever (including, without limitation, all damages referenced above and all direct or general damages), the entire liability of Ora et Labora or its subsidiaries (whether or not wholly-owned), affiliates, divisions, and their past, present and future officers, agents, shareholders, members, representatives, employees, successors and assigns under any provision of this TOU and your exclusive remedy for all of the foregoing shall be limited to actual damages incurred by you based on reasonable reliance. The foregoing limitations, exclusions and disclaimers (including sections 7 and 8 above) shall apply to the maximum extent permitted by applicable law, even if any remedy fails its essential purpose.

10. Termination.

Ora et Labora reserves the right to terminate any Service at any time. Ora et Labora further reserves the right to terminate your participation in and use of any Services, immediately and without notice, if you fail to comply with the TOU.

11. Indemnification.

You release, and hereby agree to indemnify, defend and save harmless Ora et Labora and Ora et Labora's subsidiaries (whether or not wholly-owned), affiliates, divisions, and their past, present and future officers, agents, shareholders, members, representatives, employees, successors and assigns, jointly and individually, from and against all claims, liabilities, losses, damages, costs, expenses, judgments, fines and penalties based upon or arising out of your negligent actions, errors and omissions, willful misconduct and fraud in connection with the participation in or use of the Services. You further agree in the event that you bring a claim or lawsuit in violation of this agreement, you shall be liable for any attorneys' fees and costs incurred by Ora et Labora or its respective officers and agents in connection with the defense of such claim or lawsuit.

12. Severability.

In the event that any provision or portion of this TOU is determined to be invalid, illegal or unenforceable for any reason, in whole or in part, the remaining provisions of this TOU shall be unaffected thereby and shall remain in full force and effect to the fullest extent permitted by applicable law.

13. Insurance.

Ora et Labora will carry General Liability insurance. As a user, it is strongly suggested that you carry a Renters Insurance policy to cover your own equipment while using our space. That policy may cover your current residence/office, as well as the premises of Ora et Labora.

I hereby acknowledge that I have read and understood all of the terms and conditions contained in this TOU and further agree to be bound to the TOU regarding my participation in and use of the Services.

Member Signature: _____ **Date:** _____

Name (Printed): _____

OEL Signature: _____ **Date:** _____

Name (Printed): _____