



# Business Membership Application

## Who We Are:

Working While Playing is a charitable 501 c 3 nonprofit dedicated to social responsibility and financial equity for artists.

## Why We Do It:

Working While Playing believes that artists have a unique position to be the best servant leaders. As we provide incredibly affordable resource space for your craft all of our members engage in community outreach to improve our communities, beautify our neighborhoods, and improve our world one artist at a time.

## How It Works:

You are a small business, maybe you are just starting your business and need a space or maybe you have had your business for a while and are looking for an additional space to expand your business. WWP has an affordable co-operational space for your use, it's a match made in heaven. Sign up for one of our business membership plans. Log into the calendar, set your appointment time, use the space, and committ to doing two hours of community service/ outreach a month. It's that simple!

## FAQs (Please Read Carefully)

- **Do I have to come up with my own community service?**  
*We have a director of community outreach who can work with you to find the right fit for community service based on your skill set and interests.*
- **How do I schedule my appointments?**  
We've created a special Google Calendar system that allows you to schedule sessions from your computer or mobile device. Just pick a time slot that's available. Factor in your set up/ clean up time and start seeing your clients.
- **What types of businesses are a good fit for your space?**  
*Private music teachers, yoga instructors, massage therapists, consultants, photographers, videographers, and dance instructors make the best fit!*
- **Is it hard to get your desired appointment times?**

*Certain times of day and more heavily trafficked than others. When filling out the application think carefully about what the ideal time slots are for your business so that we can best accommodate your preferred appointment times.*

- **Can I do my community service / outreach within Working While Playing's organization?**  
*Absolutely! Let our Director of Community Outreach know if this is one of your preferred outreach locations.*
  
- **Can I change my membership plan month to month?**  
*Yes. Just let one of our member service reps know 10 business days before your requested change in membership. (...10 days before your next billing cycle)?*
  
- **Are there any incentives for referring a friend?**  
*Absolutely! Every successful referral earns you a 5% discount on your next months membership dues. Three in a month earns you a free month of membership. All referrals discounts are contingent on the referral becoming a member.*
  
- **Are there discounts if I purchase several months in advance?**  
*Yes. We offer a 10% discount if you purchase 5 months in advance, and a 15% discount if your purchase a yearly plan.*
  
- **Are there any fees I should know about?**  
*Yes. There is a **\$35** application fee, and **\$40 security deposit** for your key fob to the building. The application fee is non refundable. We reserve the right to decline any applicatoin after reference / referral checks. The \$40 deposit will be refunded in the event you would like to freeze your membership or if you no longer wish to be a member.*
  
- **If I don't use all my hours that month, will my unused hours roll over to the next month?**  
*Yes. Your hours can roll over for up to 3 months, **AS LONG AS YOU ARE A ACTIVE MEMBER(!)** Meaning you are currently paying monthly membership dues to Working While Playing.*
  
- **Are there any discounts if I want to get a WWP Artist membership?**  
*Yes! If you are already a WWP business member, there is no application fee to enrol in an artist membership plan. You also save 15% off the listed membership price. Sounds like a good deal right?*

## **Basic Member Information**

Tell Us About You & Your Business...

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Birthday: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Is your business a for-profit or nonprofit? \_\_\_\_\_

How many years/ months have you been operating (e.g. 2 yrs. 4 months)?

\_\_\_\_\_

Do you have liability insurance? \_\_\_\_\_

Who is your liability insurance carrier name and policy number?

\_\_\_\_\_

### **MEDIA SUPPORT**

WWP offers an additional media services plan that can help you with your marketing and advertising. Do you need more photos for your website? What about a HD video that advertises the uniqueness of your business. We have media packages as low as \$40 a month. Would you be interested in this service?

Yes, I Want More Information \_\_\_\_\_

No, Not At This Time \_\_\_\_\_

*\*\*Our media support plans are an additional service to our WWP membership. Rates are conditional to an ACTIVE working While Playing membership.*

## **References**

We require **2 References**. Your references may be a client or coworker / employer.

Reference name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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We have a **SHARE** policy with our facility's equipment, and resources. This is a courtesy to our members but WWP reserves the right to suspend or terminate these resources without advance notice.

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## **Credit Card Information\*\* (Must Have Credit Card on File)**

Name (As It Appears On Your Credit Card) \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code (3 digit) \_\_\_\_\_

### **Credit Card Billing Address**

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Preferred Date of Billing (X): **1<sup>st</sup>** of the month \_\_\_\_ **15<sup>th</sup>** of the Month \_\_\_\_

**Working While Playing Policy**  
**Please Read Through All Policies Before Signing!**

1. *Working While Playing stands for the advancement of artists. We exist to create social and economic equity for artists and communities with established need. In signing up for a WWP membership you are committing yourself to supporting us in this mission to the best of your ability, This is also mean your business / art must not conflict with this mission.*
2. *Working While Playing Memberships are month to month (unless otherwise specified). If you wish to put a temporary hold on your account you must request the hold 5 business days before your pay cycle date. We institute a \$10 late fee for late membership dues. (any grace period?)If persistent lateness occurs, we reserve the right to revoke membership. (Late)? payment arrangements with our director of finance may avoid late charges but these may be requested in advance of due date.*
3. *Scheduling use of the space can be done through our calendaring program. Every new member will get an introduction video that shows how to use the calendar, schedule appointments, and cancel appointments. Cancellations must be done 24 hours prior the appointment time or you will be charged for that appointment time.*
4. *Good membership standing as a Working While Playing member is contingent on on-time membership payments and consistently engaging in the monthly commitment of 2 hours of community outreach. Failure to engage in the monthly community service will initially result in a \$10 fine. Continued lack of engagement may result in the termination of membership.*
5. *At Working While Playing we believe that those with particular skills and talent should share those gifts with our community. This engagement increases social capital of this community and allows all of us to do more than we thought possible. (We recognize that this process can be challenging at times, but we...) Sometimes in the*

*process we may get frustrated or anxious but we ask that all members treat other members with kindness, patience, and respect. If you find yourself in a conflict with a member or a community partner of WWP, please try to resolve the conflict peaceably. If you need assistance in addressing the issue, remember you are not alone and address those concerns with a WWP team member. An updated list of our WWP team is located on our website.*

[www.workingwhileplaying.org](http://www.workingwhileplaying.org)

- 6. When using the WWP facility, please make sure all equipment is properly stored the way you found it (each facility has floor plans that show you where all items are stored). Treat all equipment with care and adhere to the rules of the facility. The member welcome video will show you all of the housekeeping rules and policies of the facility. If a piece of equipment is broken during your session please tell our Director of Member Services immediately. (Members will be responsible for paying some portion of all broken items). Every member has 60 days to repay the cost of repair or replacement.*
- 7. All members are representatives of the mission of Working While Playing. As such, we expect all members to remember this within our facility. We want all of our artists to feel the freedom to express their art unchanged, but WWP also has a commitment to the communities we serve. If we find a member's behavior or artistic content to be offensive to the comfort of our community, WWP must address those concerns expediently. This may result in a warning to a member or termination of membership.*
- 8. Working While Playing has a strict harassment policy. We do not tolerate any form of verbal, physical, or sexual harassment. Membership will be terminated if any harassment claim is founded.*
- 9. The theft of any WWP property will result in immediate termination of membership. Taking any property of WWP without the expressed permission of a WWP team member will be viewed as theft.*

10. *If a community partner or any affiliated partner of WWP approaches a member in an inappropriate way we request that you inform a WWP team member.*
11. *Working While Playing executive directors reserve the right to terminate membership without explanation or notice.*
12. *All Entertainment is a community partner of Working While Playing however they are not the same business. Any and all concerns regarding All Entertainment should be taken up with Jerry Hand.*

*I have read and agree to adhere to the policies and procedures of Working While Playing*

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## **Community Outreach & Community Service**

*How Do You Work While Play?*

1. *SEPARATE FROM YOUR BUSINESS, WHAT KIND OF CHANGE DO YOU WANT TO SEE IN THE WORLD?*
2. *WHAT TYPE OF OUTREACH OR SERVICE REALLY INSPIRES YOU?*

## **Business Membership Plans**

*Memberships dues are debited automatically monthly. There is no obligation to commit to any membership package. However members who sign up for six months of membership receive a discount on monthly fees.*

*Please Check Your Preference*

### **○ Business Basic Plan: \$55.00**

*The Business Basic Plan offers our small business 5 hours within our Germantown location. At a little more than \$10 an hour it is perfect for consultants, private music teachers, and other professionals that*

don't need many hours for their business. This is a perfect package for a beginning business owner.

**At which time would you most be using the space (check top 2):**

Morning (9:00AM-11:30AM) \_\_\_\_\_  
Afternoon (11:30AM-4PM) \_\_\_\_\_  
Evening: (4PM-10PM) \_\_\_\_\_  
**Weekend Days:** \_\_\_\_\_

○ **Business Preferred Plan: \$100.00**

The Business Preferred Plan offers our members 10 hours. At \$10 an hour this plan is an amazingly affordable choice. This package is ideal for business with existing clients. If you are looking to expand your business this would be the right plan to choode. This is our most popular package for yoga teachers, and dance instructors.

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**Weekend Days:** \_\_\_\_\_  
**Weekend Evenings:** \_\_\_\_\_

○ **Business Premium Plan: \$175.00**

The Business Premium Plan offers our members 20 hours. At less than \$10 an hour this is the most competitive plan we offer. This package is ideal for business with existing clients who may use several other locations for their business and are looking to expand their services. It is also ideal for business who are trying to obtain their own space in the near future.

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\*\* Membership Dues Are Automatically Debited Monthly From Your Debit/Credit Card on File



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Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*Application Fee: \$35.00  
Application Fees Are Non-Refundable*

*You may drop off your application with application fee at 6139 Germantown Avenue Philadelphia PA 19144 or email your application to [workingwhileplaying@gmail.com](mailto:workingwhileplaying@gmail.com) All emailed applications will be billed their application fee from the credit card on file unless instructed otherwise.*

*For Office Use Only*

### ***Working While Playing Staff & Member Agreement***

Staff Endorsement: \_\_\_\_\_ Date: \_\_\_\_\_

Current Member Endorsement: \_\_\_\_\_

Date: \_\_\_\_\_

Membership Start Date