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# Montreal Coworking Guest Policy: Bringing Clients and Cost

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Published by 2727 Coworking · 2026-11-23 · montreal coworking guest policy · coworking guest access · bring clients to coworking · coworking guest fees montreal · montreal meeting room rental · coworking day pass guest policy · virtual office meeting room access · hot desk vs dedicated desk guests

Original article: https://2727coworking.com/articles/bring-clients-montreal-coworking-guest-access-cost



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## Executive Summary

A coworking membership does not automatically admit a client. Guest admission is a contractual entitlement attached to a specific product, and it has to be audited before any price comparison is meaningful. As of 23 November 2026, the clearest published Montreal-relevant rule set is WeWork's house rules, last updated 24 September 2025: guests are not permitted for All Access, On Demand, Dedicated Desk, Hot Desk or We members, and the exception is a meeting-room booking where guest numbers are capped at the people permitted in the booked room (www.wework.com). A WeWork day pass carries no guest entitlement either (www.wework.com).

Regus and its sister brand Spaces take a reception-led approach. Regus lists a staffed reception in its Montreal centres and tells visitors to liaise with their contact, who notifies reception (www.regus.com). None of the Regus or Spaces Montreal pages read for this report states a per-member guest allowance, and the only free-guest wording found is a global IWG clause limited to lounge-membership customers whose Canadian applicability is unconfirmed (assets.regus.com). Three independent Montreal operators (ECTO, Montréal CoWork and Crew Collective and Café) publish room prices but, on the pages read, no guest section.

Published entry prices for a client-ready room range widely: from C$59 per hour at WeWork On Demand, from $35 per hour at Regus (currency unlabeled on the page) (www.regus.com), $40 per hour on weekdays at ECTO (ecto.coop), and from $25 per hour at Montréal CoWork (www.montrealcowork.com). Quebec adds 5% GST and 9.975% QST to a taxable supply (www.revenuquebec.ca), so a combined factor of 1.14975 applies to a pre-tax room fee.

The recommended method has four steps. First, classify each visitor (client, colleague, contractor, courier, event attendee). Second, mark each host product Confirmed, Unknown or Not permitted for that visitor. Third, price only the Confirmed combinations: monthly cost equals membership, plus permitted guest passes, plus

room overages, plus other quoted fees, plus tax. Fourth, obtain written answers for every Unknown. A low calculated cost never makes an excluded visit eligible. The publisher of this report, a Montreal provider of desks, private offices, meeting rooms and virtual offices, appears in the matrix with an Unknown status, because its guest documentation is not cited in this report and no rule is asserted for it.

## Introduction and Background

Montreal freelancers, consultants and small agencies often choose a desk on price and discover the guest rule afterwards. The question that matters is narrower than "which space is cheapest": which exact membership or booking can legally and practically admit the intended visitor, and does a permitted combination of desks and rooms, or a private office, fit the visit calendar?

This report is a cross-provider admission reference with a permitted-visit cost model. It is not a general workspace comparison. Its method is to read each operator's own published terms, house rules, product pages and help articles, record what they say with a verbatim quotation, and mark every field that could not be found as unpublished rather than guessing. All observations date from 23 November 2026 unless a source states otherwise. Where a price carries a bare dollar sign with no currency label, the report repeats it as shown and flags the ambiguity.

Demand for flexible places to meet is plausible rather than proven here. Statistics Canada reported that about 1 in 10 workers (9.8%) had a hybrid work arrangement in May 2026 (www150.statcan.gc.ca), and that 11.4% of employed Canadians worked exclusively from home (www150.statcan.gc.ca). Those figures describe the national labour market, not guest-pass demand, and no keyword-volume or Montreal visit-frequency data were available for this report. Industry survey data from Deskmag add only that 54 percent of coworking businesses surveyed were profitable, which is background on operator economics rather than on guest rules (deskmag.com).

The publisher of this report is a direct provider in the category: it offers desks, private offices, meeting rooms, virtual offices and business addresses in Montreal. Its own pages are deliberately not cited as evidence anywhere below. Instead the publisher appears as a row in the primary matrix, marked Unknown for guest admission, and the confirmation script near the end of the report is written so that a reader can put the same questions to it, or to any other operator, in writing.

Four terms are used consistently. A **host product** is what the member actually bought (hot desk, dedicated desk, day pass, private office, virtual office, or a room booking). A **visit** is one planned attendance by a non-member for a purpose and a time window. **Capacity including the host** means the room's stated number of people counts the member as well as the visitors. **Eligibility** is the contractual yes or no, which has to be settled before cost.

## The Four-Question Admission Gate

Every visit can be screened with four questions, in this order.

- **Which host product is being used?** A desk, a day pass, a private office and a room booking each carry different guest wording. WeWork's own dedicated-desk comparison, for example, lists desk guests as permitted only with a meeting-room booking using included credits, while private-office guests are listed as allowed during business hours (www.wework.com).
- **What will the visitor do?** Attend a meeting, work at a desk, deliver a parcel, interview, or attend an event are different activities. Several operators treat only the first as a guest entitlement.
- **During what time window?** WeWork's rules allow guests only for the duration of a booking and bar them from common spaces afterwards (www.wework.com). Regus centres give day-office, hot-desk and meeting-room customers access during standard business hours (www.regus.com).
- **What is the authorized capacity?** WeWork caps attendees, including the host, at the room's stated capacity. LiquidSpace's hourly-space licence adds that the booker agrees not to exceed the room's maximum occupancy (liquidspace.com).

If any answer is Unknown, the visit is Unknown, and no price calculation should proceed until the operator confirms in writing. This rule matters because documentation conflicts are common. For example, one provider's global terms, its regional page and its help article may each describe guests differently, and only the signed agreement for the specific location controls.

Safety and privacy considerations sit alongside the contract. Ottawa's municipal fire guidance, which is outside Montreal and cited only as an illustration without legal force here, defines occupant load as the number of people allowed in a building, space or room (www.ottawa.ca), and Montreal's fire department explains that a meeting place with more than 60 people must meet additional exit requirements (sim.montreal.ca). Neither page states in so many words that visitors are counted, so the report treats "capacity including host" as an operator rule to be confirmed, not a legal conclusion.

## WeWork: Guests Tied to Room Bookings

### What the Rules Say

WeWork publishes the most detailed guest wording among the operators reviewed, and its Montreal pages list four buildings and meeting rooms from C$15 per seat per hour (www.wework.com). The house rules, updated 24 September 2025, state that guests are not permitted for All Access, On Demand, Dedicated Desk, Hot Desk or We members. The All Access FAQ restates the exception: a member who books a meeting room can have guests for that duration (www.wework.com), while a guest wanting a general hot desk needs their own All Access membership or a Day Pass (www.wework.com).

A desk booking admits one person only: WeWork's booking policy says guests are not permitted with a desk booking and that desk bookings are valid for one person per account (www.wework.com). The help-centre registration article gives the same instruction in plain language: a member who has only booked a desk must book a meeting room or an office to host a guest (help.wework.com). Day passes (On Demand coworking bookings) are excluded outright.

### Supervision, Timing and Cost

Host duties are specific. The host who reserved a room must be present for the full duration of the guest's visit (www.wework.com), and the help centre adds that guests are not allowed in the building if the member is not there to meet them (help.wework.com). Guest guidelines (last revised 15 February 2024) (www.wework.com) require guests to be accompanied by a member or employee at all times (www.wework.com), and the house rules bar guests from common spaces even after a booking period ends. Couriers and delivery personnel are kept at the front desk rather than admitted to the workspace.

On price, On Demand lists a day pass from C$54 per day and meeting rooms from C$59 per hour. These are generic "from" prices on a product page that does not name Montreal, not quoted Montreal room rates, and they depend on the date observed; the Montreal meeting-room page uses a per-seat basis instead, so the two are not directly comparable. Private offices are the exception to the desk rule: a Place Ville Marie listing shows one-person offices from C$560 per month and a two-person office from C$740 per month, and the help centre says private-office holders can invite guests up to the approved capacity of the office (help.wework.com).

### Strengths and Limitations

The strengths are clarity and predictability: the rule is published, dated and uniform across products. The limitations are practical. A desk member's guests incur a room cost every time, there is no pre-registration route for On Demand members according to the help centre (help.wework.com), and the global house rules still need to be checked against the signed Montreal agreement. No Montreal exception to the global house rules was found on the pages read.

## Regus and Spaces: Reception-Led Hosting

### What the Rules Say

Regus presents hosting as a front-desk service. Its Montreal page says visitors should liaise with their contact, who can notify the reception team (www.regus.com), and lists a staffed reception and on-site support team. The Montreal meeting-room page promises reception with a front-of-house team to welcome guests (www.regus.com), and Spaces, the sister brand with Montreal sites, makes the same promise (www.spacesworks.com). Regus states that it currently has 18 coworking spaces in Montreal (www.regus.com).

The published guest allowance is thinner than the hosting language. The IWG global terms (en-gb, 2026 footer) say customers may bring in one guest free of charge, subject to fair usage, in a lounge-membership context, and that further guests must buy a day pass (assets.regus.com). Whether that clause applies to Canadian agreements is unverified, and the house rules those terms incorporate were not located. For hot desks, the Spaces day-pass page describes teams booking multiple passes to work side by side (www.spacesworks.com), which implies that a colleague who works at a desk needs a pass of their own.

### Rooms, Windows and Cost

Montreal Regus meeting rooms start from a minimum of $35 per hour (the page prints a bare dollar sign), can be booked from one hour up to an entire week (www.regus.com), and range from 2 to 5 people up to 20 or more. Full-day bookings are discounted by 30% against hourly rates. The global meeting-room page lets bookers wait in reception up to 30 minutes before the start (www.regus.com) and sets a cancellation rule under which a booking cancelled up to 4 working days ahead still owes the full fee (www.regus.com). These two rules are global, not Montreal-specific, and should not be read as terms of a Montreal agreement; the cancellation rule is not used in the cost model below. Setup requests need at least 24 hours' notice (www.regus.com).

A hot desk at a Montreal centre is listed at $49 per person per day (www.regus.com), and hot-desk customers get on-demand discounted access to meeting rooms (www.regus.com). A day office booked through the generic page asks how many people the space must accommodate (www.regus.com), and a small-team version is described for two to five people in an enclosed environment (www.regus.com). That product is the closest match to a "client meeting in a private room" without a separate room booking, but its capacity and Montreal availability should be confirmed.

### Strengths and Limitations

Staffed reception is a real operational advantage for client arrivals, and the one-hour minimum suits short appointments. The limitation is documentary: no Montreal page read states a visitor ID rule, sign-in rule or per-member guest cap, and the currency is unlabeled on the Regus and Spaces Montreal pages (LiquidSpace lists comparable rooms in Canadian dollars).

## Independent Montreal Operators and Marketplaces

### Montreal Operators

Three Montreal independents had readable official pages, and none of the pages read contains a guest policy section. **ECTO** posts weekday meeting-room rates of $40 per hour (9 a.m. to 5 p.m.) or $125 per four-hour block, sells ten day passes for $250 valid six months (ecto.coop), and says its rooms can be rented by members or by people just passing through (ecto.coop). Its room page invites hosts to welcome partners and collaborators in equipped conference rooms (ecto.coop). That is evidence a room rental is open to non-members, not evidence that desk members can bring free guests.

**Montréal CoWork** lists a staff team available Monday to Friday, 9 a.m. to 5 p.m. (www.montrealcowork.com), offers meeting rooms from $25 per hour plus taxes, and quotes different rates for room bookings outside standard reception hours (www.montrealcowork.com). Its FAQ answers on visiting did not render in the text read, so its guest rule is recorded as Unknown. **Crew Collective and Café** rents three private rooms in its upstairs conference area (crewcollectivecafe.com), nine booths for groups of 3 to 6 people (crewcollectivecafe.com), a meeting room at a listed 45-50$ per hour (crewcollectivecafe.com), and a mezzanine room for 12 or more people at 125$ per hour (crewcollectivecafe.com). Its members' rooms seat 6

to 8 people (crewcollectivecafe.com), and its floating desk is listed at $300 per month (crewcollectivecafe.com). The "guest" wording on its page describes the venue being open to the public and must not be read as a free visitor entitlement.

Operators that could not be read (several Montreal spaces had unreachable or non-rendering sites) are recorded as Unknown rather than inferred.

### Marketplaces and Virtual Offices

Deskpass, a marketplace that lists Montreal spaces, publishes a guest rule of its own: members on the DESK option may invite up to four guests per day in open seating zones, and some spaces set a lower limit; this is a platform-level rule that was not checked against any specific Montreal space (hub.deskpass.com). In a reserved room, capacity includes the guests, for example a 4-person room for the member plus 3 guests (deskpass.com), and the member must meet the guest on arrival and accompany them inside (deskpass.com). A Montreal space on the platform lists CA$35 per day (www.deskpass.com). Because each space may add its own limits, the marketplace rule is a starting point only.

LiquidSpace's hourly licence makes the booker answerable for the occupancy cap (liquidspace.com), and its Montreal listings show how widely room prices vary: CAD $49 per hour for a small private room (liquidspace.com) up to CAD $126 per hour for a ten-person downtown room (liquidspace.com). Marketplace prices are host-set and change by date.

Virtual-office products raise a different question: can a client visit the address? Regus says a business-address customer can visit the virtual address but will not have access to workspaces within the centre (www.regus.com), with meeting rooms bookable on demand for a fee (www.regus.com). A Montreal virtual-office tier includes five complementary days of private-office or coworking access per month (www.regus.com). Alliance Virtual Offices' Montreal address says visiting clients are greeted by a front desk receptionist (www.alliancevirtualoffices.com) and sells a plan that includes 16 meeting-room hours per month (www.alliancevirtualoffices.com).

## Reference Policies Outside Montreal

Montreal operators publish little, so out-of-market policies are useful only as examples of how guest entitlements are structured, not as evidence of Montreal rules.

- **Allowance per month.** Industrious lets Coworking Access members have two guests per month (www.industriousoffice.com) and allows additional guests for meeting reservations (www.industriousoffice.com).
- **Concurrent cap.** Convene's house rules allow Community Members up to three guests at any given time (convene.com) and describe the policy as meant for occasional visitors who meet members on business (convene.com).
- **Frequency test.** Convene requires a different membership for a person who visits more frequently than once per week or four times per month (convene.com), and guests may not enter without the inviting member present (convene.com).

- **Pay per extra guest.** JustCo requires a paid day pass for each guest beyond its two-guest limit (support.justcoglobal.com), bars day-pass users from hosting guests on the coworking floor (support.justcoglobal.com), and says the coworking-area guest limits do not apply inside a paid meeting-room booking (support.justcoglobal.com).
- **Priced guest pass.** A Vancouver coworking space sells a Guest Day Pass to members (221a.ca) and limits the same guest to two visits per month (221a.ca).

The pattern is consistent. Free guest allowances exist, but they are capped by count or frequency; extra guests are charged as day passes; and a room booking is the usual clean way to host a client. For a Montreal reader, the lesson is to ask which of these three structures an operator uses, rather than assume a universal norm.

## Feature Comparison

*Table 1* below summarizes the admission status of each host product reviewed. Status labels are **Confirmed** (a published source states the rule), **Unknown** (not stated on the pages read, or sources conflict) and **Not permitted** (a published source excludes it). Dates are the source's stated update date where one exists, otherwise the observation date of 23 November 2026.

| Operator and product | Client meeting guests | Guest working at a desk | Admission window and host presence | ID and registration | Cost status |
|---|---|---|---|---|---|
| **WeWork All Access, Hot Desk, Dedicated Desk, On Demand** (rules dated 24 Sep 2025) | **Confirmed** only with a meeting-room booking, capped at room capacity (On Demand members cannot register guests in advance per the help centre; confirm in writing) | **Not permitted**; a guest needs own membership or Day Pass | Booking period only; host present throughout | Guests registered in advance via app or website (not available to On Demand members) | Room from C$59 per hour; day pass from C$54 per day |
| **WeWork Day Pass** | **Not permitted** | **Not permitted** | Not applicable | Not applicable | Day pass from C$54 per day |
| **WeWork private office** | **Confirmed**, up to the office's approved capacity | **Unknown** for independent desk use | Business hours; Montreal agreement to be confirmed | Check-in on arrival; Montreal terms Unknown | One-person from C$560 per month |
| **Regus and Spaces meeting room** | **Confirmed**: reception welcomes guests | **Unknown** | Standard business hours; reception can wait 30 minutes early (global) (www.regus.com) | Not stated on Montreal pages read | From $35 per hour, currency unlabeled |

| Operator and product | Client meeting guests | Guest working at a desk | Admission window and host presence | ID and registration | Cost status |
|---|---|---|---|---|---|
| **Regus hot desk, day coworking** | **Unknown**; global lounge-membership clause allows 1 free guest, Canadian applicability unconfirmed | **Unknown**; per-person pass implied (www.spaceswworks.com) | Business hours | Unknown | $49 per person per day |
| **Regus business address (virtual office)** | Visit the address allowed; no workspace access (www.regus.com) | **Not permitted** without booking | Rooms bookable on demand (www.regus.com) | Unknown | Room fee per booking |
| **Alliance Virtual Offices, Montreal address** | **Confirmed**: visitors greeted by a receptionist (www.alliancevirtualoffices.com) | **Unknown** | Unknown | Unknown | 16 room hours on one plan (www.alliancevirtualoffices.com) |
| **ECTO rooms and day pass** | Room rental open to non-members (ecto.coop) | **Unknown**; no guest section read | Weekday 9 to 5 room rate | Unknown | $40 per hour weekdays |
| **Montréal CoWork rooms and day pass** | Rooms available; guest rule **Unknown** (FAQ did not render) | **Unknown** | Staff Monday to Friday, 9 to 5 (www.montrealcowork.com) | Unknown | Rooms from $25 per hour plus taxes |
| **Crew Collective and Café** | Rooms and booths rentable (crewcollectivecafe.com); guest rule **Unknown** | **Unknown** | Unknown | Unknown | Room 45-50$ per hour |
| **Deskpass (platform rules; not confirmed for a specific Montreal space)** | Guest rule via marketplace: reserved room includes guests (deskpass.com) | Up to four guests per day in open seating, subject to space (hub.deskpass.com) | Member meets and accompanies guest (deskpass.com) | Guest confirms emailed invitation | Space-specific |
| **2727 Coworking (publisher; desks, private offices, rooms, virtual offices)** | **Unknown**, not assessed in this report | **Unknown** | **Unknown** | **Unknown** | Quote required; not cited here |

Three observations follow from Table 1. First, the only **Confirmed** guest entitlements with stated conditions come from WeWork's dated rulebook; the Regus and Alliance rows are Confirmed only in the sense that reception greets visitors, with no published guest rules, and for every desk product the confirmed route is a room. Second, **Unknown** is the dominant cell for independent Montreal operators, which reflects missing

documentation, not a restriction; the right response is to request a written answer. Third, the publisher's row is Unknown for the same reason: the report does not cite the publisher's pages, so no admission rule is asserted for it.

## Visitor Types and Entitlements

Five visitor types need different entitlements, and a policy that covers one does not cover another. *Table 2* shows the pattern using rules that were actually published.

| Visitor type | What operators typically publish | Typical entitlement route | Example source |
|---|---|---|---|
| **Client attending a meeting** | Room booking with host present and capacity cap | Book a room; do not rely on the desk | WeWork requires a meeting-room booking for desk members' guests |
| **Colleague working beside the member** | Own pass or membership; some caps for occasional guests | Day pass or additional membership | Spaces says teams book multiple passes; Deskpass allows up to four guests per day |
| **Contractor needing own credential** | Frequent visitors must hold their own membership | Own access credential | Convene's frequency test of once per week or four times per month (convene.com) |
| **Short courier delivery** | Front-desk handling | Reception, no workspace entry | WeWork keeps couriers at the front desk |
| **Public event attendee** | Separate event or room rental terms | Event booking | JustCo: coworking-area limits do not apply inside a room booking (support.justcoglobal.com) |

The contractor row is the one most often missed. A contractor who visits weekly is not a guest under Convene's published test, and the same logic would apply wherever an operator caps frequency. Likewise, a client who stays after the meeting to use the Wi-Fi at a hot desk is outside every rule above: WeWork bars guests from common spaces even after a booking.

## Arrival-to-Departure Checklist

A visit has a sequence, and each step can be a separate contractual or practical constraint. This checklist is built from published operator behaviour and should be adapted to the signed agreement.

- **Before the visit: register.** WeWork requires all guests to be registered through its app or website; Deskpass requires the guest to confirm an emailed invitation.
- **Before the visit: confirm the capacity count.** Count the host in the room's stated capacity.
- **Arrival: door release and reception.** Where a staffed desk exists, the host notifies reception. Where it does not, confirm in writing who opens the door.
- **Arrival: ID.** Some operators may ask guests for photo identification; the Quebec privacy regulator says that checking an identifier should normally not lead to collecting the details printed on it (www.cai.gouv.qc.ca).

- **Waiting.** Regus's global page allows waiting in reception up to 30 minutes early; WeWork keeps guests off the member's floor until the host has been notified.
- **During the meeting: escort.** Host present throughout and guests accompanied at all times.
- **During the meeting: Wi-Fi and evacuation.** Ask whether guests receive Wi-Fi credentials and who is the evacuation contact for the room. No published source read states either rule, so both are Unknown by default.
- **Departure.** Guests leave when the booking ends; late departures can fall outside cover.

Privacy deserves a short note. Quebec's regulator states that "necessary" goes beyond merely useful (www.cai.gouv.qc.ca), that businesses must tell people the purposes for which information is collected (www.cai.gouv.qc.ca), and that information must be destroyed securely once its purposes are fulfilled (www.cai.gouv.qc.ca). The federal principle is to collect only the personal information needed for a legitimate identified purpose (www.priv.gc.ca). No regulator page read addresses visitor sign-in logs specifically, so applying these principles to a visitor register is an inference, and a reader with a regulatory question should consult the regulator or a qualified professional. Because Quebec businesses must be able to serve customers in French (www.oqlf.gouv.qc.ca), front-desk instructions and sign-in notices should be available in both official languages where practical.

# Data Analysis and Evidence

## Published Entry Prices

Entry prices differ in basis, so they cannot be ranked directly. *Table 3* lists the published figures for client-ready rooms and single-person passes, with the basis noted.

| Operator | Product | Published price | Basis and caveat |
|---|---|---|---|
| **WeWork On Demand** | Meeting room | From C$59 per hour (www.wework.com) | Room-level "from" price; the Montreal meeting-room page shows C$15 per seat per hour (www.wework.com) |
| **WeWork On Demand** | Day pass | From C$54 per day (www.wework.com) | One person; guests are not permitted with day pass bookings (www.wework.com) |
| **Regus Montreal** | Meeting room | From $35 per hour (www.regus.com) | Currency unlabeled; 30% off a full day (www.regus.com) |
| **Regus Montreal** | Hot desk | $49 per person per day (www.regus.com) | Per person |
| **ECTO** | Meeting room | $40 per hour, 9 to 5 weekdays (ecto.coop) | Before taxes |
| **Montréal CoWork** | Meeting room | From $25 per hour (www.montrealcowork.com) | Plus taxes; smallest room |
| **Crew Collective and Café** | Meeting room | 45-50$ per hour (crewcollectivecafe.com) | Six-person room |

| Operator | Product | Published price | Basis and caveat |
|---|---|---|---|
| **LiquidSpace host (downtown)** | Ten-person room | CAD $126 per hour (liquidspace.com) | Host-set price |

Table 3 lists hourly figures from $25 to CAD $126, but the rooms differ in capacity and currency labelling, so the figures are not a like-for-like price dispersion and no ratio between them should be treated as a statistic. Currency is also uncertain for several rows. The practical reading is that hourly room price varies with room size, location and operator, and some operators price per seat rather than per room. Hourly pricing also tends to favour a short appointment over a half-day workshop, where a full-day discount may apply.

## The Cost Model

The model is a single formula applied only after eligibility is confirmed:

- **Monthly cost** = membership fee + permitted guest passes + room hours multiplied by hourly rate + other quoted fees (for example setup or supervision) + applicable tax.
- **Tax factor.** Quebec applies GST at 5% (www.revenuquebec.ca) and QST at 9.975% (www.revenuquebec.ca). Revenu Québec states that the register applies GST to the selling price and then QST to the same price (www.revenuquebec.ca), so the factor is 1 + 0.05 + 0.09975 = 1.14975 for a taxable supply. The Canada Revenue Agency's memorandum states that a lease, licence or similar arrangement for commercial real property is a taxable supply unless specifically exempted (www.canada.ca), and Revenu Québec lists rental of commercial buildings among taxable supplies (www.revenuquebec.ca). Whether a given product is taxed as space or as a service is a question for an accountant.
- **Marginal versus total.** An existing member should compare only the marginal cost of added visits. A new customer compares total cost, including the membership.
- **No synthetic daily rate.** A monthly private-office rent must not be divided into a daily price, because a daily office cannot be purchased at that rate.
- **Eligibility first.** An excluded visit stays excluded however low the computed cost.

## Worked Hypothetical Schedules

### (Hypothetical Example) A: Six one-hour client meetings in a month

A consultant holds a desk product that bars guests, so each meeting needs a room. Illustrative inputs: six one-hour bookings at the published C$59 "from" rate. Pre-tax room cost is 6 x 59 = C$354. Tax at 1.14975 gives C$354 x 0.14975 = C$53.01 of tax, for a total of C$407.01. The membership fee is added on top and is not assumed here. The inputs are illustrative, and a live quote could differ.

### (Hypothetical Example) B: Interview day with five 45-minute slots

Five candidates at 45 minutes total 3.75 hours, which rounds to four paid hours. At the ECTO weekday rate of $40 per hour, pre-tax cost is $160 and the total is 160 x 1.14975 = $183.96. Alternatively, at the Regus "from" rate of $35 per hour (currency unlabeled on the page, so this figure is illustrative only and the tax factor assumes Canadian dollars), four hours cost $140, or $160.97 with tax. A full-day booking at a 30% discount on an eight-hour day costs 0.7 x 8 = 5.6 hourly-equivalents, so the full day is cheaper only when more than 5.6 hours are needed. For four hours, the hourly route wins.

### (Hypothetical Example) C: Colleague who works beside the member eight days a month

A colleague is not a client, and a desk product that excludes guests also excludes them from the desk. Using the C$54 day pass, eight days cost C$432 pre-tax and C$496.69 with tax. The reader should then compare the total monthly cost of each permitted structure, for example a two-person private office from C$740 per month, against the host membership plus the passes, without converting the office rent into a daily rate. Whether a two-person office suits the schedule depends on how many days both people are present.

These hypotheticals show that the answer depends on three inputs the reader has and the report does not: visit frequency, visit length and the live quote.

## Operator Confirmation Script and Documents to Retain

Because so many fields are Unknown, a written confirmation is the product of this exercise. The script below can be sent by email so that the answer is recorded. Operators serving Quebec customers should be able to respond in French as well (www.oqlf.gouv.qc.ca).

- **Q1. Product.** "The member holds or intends to buy [product]. Does it allow a visitor who is not a member to attend?"
- **Q2. Purpose.** "May the visitor attend a meeting only, or also work at a desk, wait in the common area, or use the Wi-Fi?"
- **Q3. Room requirement.** "Must a room be booked for the visitor to be admitted, and does the room rental itself grant entry?"
- **Q4. Capacity.** "Does the stated room capacity include the host?"
- **Q5. Window and presence.** "What hours may visitors be present, and must the host stay in the room or the building the entire time?"
- **Q6. Arrival.** "Is there a staffed reception, door release, waiting area, escort or ID check, and is a visitor log kept? How long is it retained?"
- **Q7. Fees.** "Are there any guest fees, additional passes, room overage charges, cancellation terms or taxes not on the product page?"
- **Q8. Frequency.** "Is there a limit on how often the same visitor may attend?"
- **Q9. Edge cases.** "How are courier deliveries, contractors needing their own credential and public events handled?"
- **Q10. Emergencies.** "Who is the evacuation contact for a visitor in a booked room?"

Retain the following: the dated product page, the signed agreement and house rules, the written answers, a visit log (host, guest count, purpose, arrival and departure, room and occupancy), and the quote for every fee. A general liability insurance policy typically responds to third-party injury or property damage arising from business premises and operations (coop.desjardins.com), so a reader who hosts clients regularly should ask an insurer or broker whether visitors are covered in a shared workspace; no official source read addresses that question for coworking.

## Implications and Future Directions

The central implication is that guest admission is a purchasing criterion, not a footnote. A buyer who compares monthly desk prices without screening guest wording may select a product that cannot lawfully host a single client without a room fee. For operators, documentation consistency is the cheapest way to reduce friction: guest rules that appear in a global rulebook, a regional page and a help article must agree, and a date on each is useful. WeWork's practice of publishing a dated house-rules page is an example of the kind of dated reference this report relies on.

For independent Montreal operators, the evidence suggests an opportunity rather than a deficiency. Of the independent Montreal operators with readable pages, none published a guest section, even though room rental by non-members is advertised. A one-paragraph visitor rule (who, when, how many, what fee) would let a buyer move from Unknown to Confirmed without an email. Marketplaces already do this at platform level, as Deskpass's published guest rule shows.

Several uncertainties remain. Operators change rules, and marketplace prices change by date. Hybrid-work shares may move; Statistics Canada's May 2026 survey shows a stable hybrid share near one in ten workers (www150.statcan.gc.ca), which suggests demand for flexible meeting space will not fall sharply but also does not prove growth. No keyword-volume or guest-demand data were available. Future editions should add per-location written confirmations, a French-language operator survey, and updated tax guidance specific to coworking products.

## Frequently Asked Questions (FAQs)

**Can a member bring a client to a Montreal coworking space?** Usually only through a room booking or a private office. The WeWork rules permit guests of desk members only with a meeting-room booking, and Regus presents its reception team as the host for room guests. For independent operators, no guest section was found, so ask in writing.

**What is a coworking guest policy?** It is the part of the membership agreement or house rules that says who may be admitted, when, for what purpose, and at what cost. It differs by product, as the WeWork day-pass and desk exclusions show.

**Does a day pass include a guest?** Not at WeWork, and JustCo says day-pass users may not host guests on the coworking floor (support.justcoglobal.com). Treat a day pass as one person.

**How much does a coworking guest pass cost?** Montreal operators did not publish a per-guest fee on the pages read. A Vancouver space sells a Guest Day Pass to members (221a.ca), and the Regus hot-desk price is $49 per person per day. Treat these as illustrations only.

**Can a guest work at a hot desk?** At WeWork a guest needs their own All Access membership or a Day Pass. Elsewhere the answer is Unknown until confirmed.

**Do hot-desk and dedicated-desk members have different guest rights?** WeWork groups them together for guests. Other operators were Unknown.

**Can a virtual-office customer meet clients on site?** The business address can be visited, but workspaces and rooms are separate bookings for a fee.

**How much does a meeting room for clients cost?** Published entry prices range from $25 per hour to CAD $126 per hour for a ten-person room, plus 14.975% tax on a taxable supply.

**Is the room capacity inclusive of the host?** At WeWork, yes; confirm elsewhere.

## Conclusion

Guest admission should be treated as a contractual entitlement to be confirmed before price is compared. The published evidence shows a consistent pattern: where operators publish rules, desks do not admit guests and rooms or private offices do, with host presence, capacity limits and time windows attached. Where operators do not publish rules, the correct label is Unknown, and no calculation can make an Unknown visit eligible.

Readers should therefore classify each visitor, screen each host product with the four questions, price only the Confirmed combinations using the formula and the 1.14975 tax factor, and send the written script before signing. The publisher of this report, a Montreal provider of desks, private offices, meeting rooms and virtual offices, is one of the operators to whom the same script applies; readers can request its written guest terms from 2727coworking.com. This edition is dated 23 November 2026 and should be refreshed whenever an operator revises its rules.

## Source links

Links cited in this article, in order of first appearance. Full addresses are provided for readers using extracted text.


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THE PUBLISHER

# About 2727 Coworking

2727 Coworking is a Montreal workspace and business-address provider. We serve people who need a place to focus, meet, run a small business or establish a professional mailing presence. Our website offers English and French information about workspace options and services, alongside educational resources for operating a business in Canada.

### A workspace that fits the day

Our workspace options include private offices, day passes and desks, and a conference room. These formats help individuals and teams compare a dedicated office with more flexible ways to work or hold a meeting. Prospective members can explore the virtual tour, review current pricing and book a visit before choosing a workspace.

### Business addresses and mail

2727 Coworking provides business-address and virtual-mailbox services. Our resources explain the documents and practical questions involved, including guidance for people outside Canada. Service eligibility, included features, availability and access arrangements should be confirmed on the applicable service page or with our team.

### Resources for Canadian small businesses

We publish guides, research and planning tools about workspace decisions, business addresses and starting a business in Canada. Our incorporation research includes information for people inside Canada and abroad, with jurisdiction-specific material to help readers identify the next questions to investigate. These educational resources complement our workspace and address services; they are not individualized legal, tax or immigration advice.

### Visit or contact 2727 Coworking

Explore private offices, day passes and desks, the conference room, business addresses and virtual mailboxes. Book a visit or contact the team to discuss your needs.

A business address alone does not establish tax residence, immigration status, banking approval or eligibility for a government program.

**Website:** https://2727coworking.com

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