



HOUSE RULES

December 2024

These are Our House Rules which may change from time to time

Accommodation(s)

1. Our Property: You must take good care of all parts of the Business Center, its equipment, fittings, and furnishings You use.

Use of the Business Center

2. Entrances and Exits: You shall not leave open any corridor doors, exit doors or door connecting corridors during or after business hours for security purposes; and if You do so, it will be at Your own risk. All corridors, halls, elevators, and stairways shall not be obstructed by You or used for any purpose other than entering and exiting. You can only use public areas with Our consent and those areas must always be kept neat and attractive.
3. Cameras: In selected centers We use camera recording for security purposes, whereby signage will be clearly posted.
4. Employees and Guests: You and your guests shall conduct themselves in a business-like manner both inside the office(s) accommodation and throughout the property; proper attire shall be worn at all times; the noise level will be kept to a level so as not to interfere with or annoy other customers; and you will abide by our directives regarding security, parking, and other such matters.
5. Equipment: You shall not, without Our prior written consent, store or operate any computer (excepting a personal computer) or any other large business machine, reproduction equipment, heating equipment, stove, radio, stereo equipment, or other mechanical amplification equipment, audio and/or video surveillance equipment, security alarms, vending or coin operated machine, refrigerator, boiler, or coffee equipment.
6. Weapons: No weapons concealed or otherwise, shall be permitted. No article deemed hazardous on account of fire, or any explosives, including ammunition of any kind, shall be brought into the Business Center. No member of the community or sales team has the ability to waive this provision, or to authorize you to have weapons on these premises. If you are found to be in violation of this rule, you will be removed from the facilities, your agreement will be immediately terminated, with zero tolerance and no refund will be provided.
7. Electrical: The electrical current shall be used for ordinary lighting, powering personal computers and small appliances.
8. Common Areas: You may not conduct business in the hallways, reception area, or any other area except in the designated office.
9. Shared Space: You shall not use the co-working shared space for meetings or free guests.
10. Animals: You shall bring no animals into the building other than formal service animals covered under the Americans with Disabilities Act (ADA). These are permitted provided they are kept strictly under control and do not become a nuisance to occupiers. Service animals are defined as animals who have been trained to perform a specific job or task. Emotional support animals are not covered under ADA and are only allowed in the center to the extent required by state or local law. If a service animal becomes disruptive and You do not take effective action to control it, We may request the animal to be removed from the premises.
11. Soliciting: You may only solicit other customers or business through center approved channels (e.g., through noticeboards and networking events held at the center).
12. Your Property: All property belonging to You or invitees, shall be at the risk of such person only and We shall not be liable for damages thereto or for theft or misappropriation thereof.
13. Smoking: Smoking of any type i.e., nicotine, electronic, vaping or any other form, shall be prohibited in all public areas, including meeting and training rooms. No smoking shall be permitted at any time in any area of



the Business Center (including open or closed offices).

14. Harassment: You and Your invitees shall be prohibited from participating in any type of harassing, discriminatory or abusive behavior to Our team members, other customers or invitees, verbal or physical in the Business Center for any reason. We have a zero-tolerance policy towards any workplace harassment and violence. Any breach of this rule is a material breach of Your agreement (not capable of remedy), and Your agreement may be terminated immediately, services will be suspended without further notice, and no refund will be provided.
15. Health and Safety: In order to ensure all Center users have a safe and secure working environment, You, and Your visitors must comply with all health and safety requirements set out by Us, by law and as are otherwise applicable to the Center.

Services and Obligations

16. Furnished Office Accommodation: You shall not affix anything to the windows, walls or any other part of the office or the Business Center or make alterations or additions to the office or the Business Center without Our prior written consent. The office(s) and the property will be used in a business-like manner at all times by you and your guests and free of behaviour which could be considered a material breach of the agreement including but not limited to sleeping, inappropriate or indecent conduct, or unsanitary use of the accommodation.
17. Parking: You and your guests agree to follow and comply with the parking rules we and the building management set forth as it relates to the use of the parking lot. A copy of the rules is available to you upon request or will be posted within the parking area.
18. Disputes: If you dispute any amount in an invoice, you must give us prompt written notice of the disputed amount. You have the duty to prove the disputed amount was billed in error and, if there is an actual billing error, we shall correct it with a credit note, and the outstanding invoice will be immediately payable. If you fail to prove an error in the billing, the disputed amount shall be undisputed, due immediately and subject to applicable late fees.
19. Insufficient Funds: You will pay a fee for failed payments due to insufficient funds in the amount of \$50.

Liability

20. Services: You are liable for all fees and any other amounts for which services are requested or rendered regardless of whether a payment made by any particular medium is declined or rejected in whole or in part. If requested by Us, You will immediately pay by an alternate form of payment accepted by Us.

Force Majeure

21. Force Majeure: We shall have no liability to You under this agreement if We are prevented from, or delayed in, performing Our obligations under this agreement or from carrying on Our business by acts, events, omissions or accidents beyond its reasonable control, including (without limitation) strikes, failure of a utility service or transport network, act of God, war, riot, civil commotion, malicious damage, disease or quarantine restrictions compliance with any law or governmental order, rule, regulation or direction, accident, fire, flood, storm or default of suppliers or subcontractors. Our obligation to perform Our obligations shall be suspended during the period required to remove such force majeure event. We shall notify You as soon as reasonably possible of the force majeure event and propose a suitable alternative accommodation (if any). If an agreement cannot be reached, a full refund will be issued.

IT and Technology Policy

- a. Interference: You cannot interfere or install equipment that interferes with or disrupts the functioning of Our own equipment or the equipment of Our other customers. This will be considered as a breach to these house rules.



- b. Security Violations: You are prohibited from engaging in any violations of system or network security. Our internet service may not be used in connection with attempts - whether or not successful - to violate the security of a network, service, or other system. Examples of prohibited activities include, without limitation, hacking, cracking into, monitoring, or using systems without authorization; scanning ports; conducting denial of service attacks; and distributing viruses or other harmful software.
- c. Revisions to this Policy: We may modify this Policy at any time, with or without notice.

Additional Clauses for Signature and Spaces Branded Locations

- 22. Food and Drink: Any food and drink, brought in from outside the centre should not be consumed in the café area or meeting rooms within the Business Club. Alcoholic beverages are not permitted in the facilities.