

COWORK REGULATIONS

HubVila is a coworking space that provides work and meeting areas. It is possible to receive outside guests, in reasonable numbers.

HubVila reserves the right to refuse access to any person whose nature of activity is not or no longer compatible with the overall functioning of the space.

Respect of the Coworking Space

The space is open to the public from 9:00 am to 6:00 pm Monday to Friday, on request on Saturday and Sunday.

For other times, please contact us.

Persons concerned

These rules apply to all persons registered at HubVila, using the desk in the space and for the entire duration of the use of the coworking space. Each person is deemed to have accepted the terms of these Rules and agrees that action may be taken against him or her in the event of non-compliance.

Laptop computer

HubVila is a Coworking space. Computers are not provided, and each member must come with their own equipment and take it with them when they leave.

Respect the premises and equipment, tidy up and clean up after yourself

Use shared resources (coffee, printer) in a reasonable way.

Respect the need for quietness of others.

Behave in such a way as to maintain good relations with other users of the coworking area and the neighbourhood.

Use of equipment

Each person has the obligation to keep in good condition the equipment entrusted to him/her.

Any anomaly in the operation of the machines and equipment and any incident must be immediately reported to the persons in charge.

Computer network

The coworker undertakes not to use the network made available to carry out an illicit activity and not to exploit the bandwidth in a way that could harm the activity of other coworkers. Illegal or unfair use of the bandwidth may result in sanctions if the resulting reminders to order are not followed up.

Printer

A printer is available for the coworkers. Each coworker or user of the meeting room has a free quota in his package:

Coworking

Coworking day: 10 pages

Give me 5 package: 30 pages

Give me 10 package: 50 pages

Monthly package: 80 pages

Meeting room

1 Hour: 3 pages

1/2 Day: 10 pages

1 Day: 20 pages

In the case of the need for more intensive use, you will have to report this to the person in charge. Any additional page will be charged at the price of 0.20 Euros.

Telephone and other sound activities

Respect the coworkers' need for silence.

Mute computers and telephones (possibly with a discreet ring tone) and use headphones to listen to music and videos.

In accordance with the co-ownership rules and for the respect of the neighbours, it is forbidden to make too noisy phone calls.

Check in advance whether your activity will respect the rules and charters of coworking. Certain activities considered too noisy will not be tolerated within the space.

Kitchen and Food Corner

A Nespresso coffee machine, electric kettle, microwave and refrigerator are available for coworkers. Their maintenance is the responsibility of the coworkers. Consumables (tea, coffee, herbal tea, sugar, etc.) are not included in our price offer.

Do not eat or leave food on other members' desks.

Clean up well after eating, drinking, or handling food (tables and floor) – especially the table in the meeting room.

Regulations – Cancellations

Subscriptions or rentals are to be paid before using the coworking. In case of cancellation, they can be refunded according to the following conditions:

Cancellation more than 7 days before the date of the event: Cancellation free of charge.

Cancellation between 7 and 3 days before the event: 50% of the reservation fee is due.

Cancellation less than 3 days prior to the event or No-show: 100% of the booking fee is due.

Loss, theft, damage

The material left in the coworking is the responsibility of its owner. HubVila declines all responsibility in case of loss, theft or damage.

Events

From time to time, HubVila organises sharing events (meetings, afterwork, open doors, coworker exchanges, etc.). Participation in these events is free for subscribers. However, prior registration is necessary to plan the number of participants.

For those who wish to organise workshops, training courses or events within the space, we are open to any proposal that respects the HubVila ethic. The organisation of an event must be planned (reservation of the venue for the planned dates, theme addressed, number of speakers, preparation, etc.).