



# HOUSE RULES

In order to maintain a convenient and flexible working environment in KUBIK, please follow the House Rules.

## ACCESS TO KUBIK

1. KUBIK coworking consists of a coworking space located at 5-6. Jászai Mari tér, Budapest H-1137, an apartment office at Budai Nagy Antal utca 3. floor 3 apt. 1 Budapest H-1137 and another office at Radnóti Mikós utca 40, Budapest H-1137 (any or all of these offices: the „Office” or „KUBIK”). The coworking space is open during normal business hours from 9 am to 6 pm Monday to Friday. With the appropriate and valid membership you have unlimited 24/7 access to the Office.
2. If your membership does not include a 24/7 access, you have to leave the area of the Office at 6 pm the latest.
3. KUBIK offers you flexible solutions for your needs:
  - a. KUBIK club membership – you have access to the workstations in a shared open office area
  - b. KUBIK cube membership – you have access to separate offices located in any of the locations of KUBIK
  - c. KUBIK meeting & conference membership – you have access to meeting rooms, conference and event space, this may not necessarily include any of the above a-b memberships
  - d. guest – guests of any above defined a-c. members.
4. If you are one of the members defined above in points a-b, you’ll receive a badge that is to be used to access KUBIK’s coworking space and Radnóti utca 40 premises through the main entrance. Your badge is for your personal use only, so do not transfer it to anyone else. For providing your badge you need to have an effective contract. If you lose or break your badge or do harm to it, your badge shall be replaced for a fee.
5. It is forbidden to hand over the badge, office keys or the alarm system code to any third parties.
6. In the offices equipped with an alarm system, please turn on the system when you are the last leaving the Office.

## THE OFFICE AND OUR ENVIRONMENT

7. We would kindly ask everyone to be environmentally conscious and save energy. Please switch off all unnecessary lights, especially in unused offices and areas, except in the hallways, aisles and printer room. Don't let the water run unnecessarily. Print out documents only when it is necessary. We kindly ask members with unlimited 24/7 access, who are the last to leave the coworking space to turn off the main electricity switch before leaving. The switch is inside, left from the entrance door, next to the fire alarm and has a transparent cover that first needs to be opened. This switch will turn off the total electricity in the coworking space except for some security lights in the hallway. If you wish to use the coworking space outside of the opening hours the switch might need to be turned on.
8. Dining areas are mainly KUBIK café and the kitchen. We ask you *not* to bring sandwiches or hot food to your desks. Please take care of cleanliness and order, keep the areas tidy. Our kitchen supplies you with kitchen tools, but we ask you to wash or load them into the dishwasher after use. Please take your empty meal

boxes with you home. Expired or spoiled food will be thrown away from the fridge without a notice or investigation with respect to the owner.

9. If using the coworking space, please hang your coat on the coat stand or on the coat racks.
10. It is forbidden to smoke in the whole area of KUBIK. We ask you to smoke only in front of the building considering the relevant regulations. You may find an ashtray fixed on the wall on the right side when stepping out on the door (>5 m away from door). You may also ask for additional ashtrays at the reception. Please *do not* throw your cigarettes on the street around KUBIK.
11. KUBIK is a pet friendly work environment, but please make sure you keep the Office clean and tidy and your pet does not disturb others, especially if you bring your favourite mate in the office areas or other common areas outside the café. Please rather leave your not housebroken, dangerous or disturbing pet at home. If your pet causes damage or cannot keep tidiness of the Office, damages and extra cleaning shall be borne by the pet owner.
12. Leave traffic and escape routes free. It is forbidden to obstruct, even temporarily, traffic or escape routes. The disposal of waste in the Office is prohibited.
13. It is forbidden to fix any picture or other object on the walls of the Office in a way that leaves a permanent mark, to drill into the walls, or to damage the equipment in any other way. It is forbidden to make any alterations to the Office or its equipment (e.g. changing the locks) without prior authorisation.
14. Keep toilets clean and don't throw anything down the drain except toilet paper!
15. The office may not be used as accommodation.

#### **WORKING CONDITIONS**

16. Please don't disturb others with loud phone calls or music, respect your fellow members by striving to use the space as a quiet and focused work environment. You can use the telephone boxes, the common areas and the hallways for phone calls without being public. In order to maintain a peaceful environment we request to use headphones when listening to music.
17. Please don't disturb others with constant talking either. We encourage you to use our meeting rooms and the café area for discussions and meetings.
18. If you don't have a dedicated desk, please leave the workstation completely empty and clean when you leave. We also ask members having a fix table to leave their workstation empty and tidy if possible. We collect all belongings left at flexible workplaces at the end of each day. You may get back your stuff at the reception on the next day when you come again.
19. You can use the office equipment in the printer room in a self-service system according to their designated purpose. Other equipment can be rented at the reception desk upon request.

#### **TERMS OF RELATED SERVICES**

20. Mails and other postal packages for delivery shall be handed over before 4 pm on workdays. Mails dropped off after 4 pm will be posted the following day.
21. You can keep your valuables safe in the lockers. We do not take responsibility for unattended items or belongings.

22. Feel free to browse among the books and magazines you find in the café. You can also take them to your desk, we only ask you to return them back, when you don't need them anymore. Please do not take any books or magazines out from the Office, so that others may also use them.
23. The KUBIK freight elevator is not in operation and access without a permit is prohibited. Subject to point 19 below, access to the basement, the freight elevator's operating room, the storage room or any other room or part of the premises closed to public traffic, in particular but not limited to the reception and the service areas of the café, is prohibited. It is also prohibited to enter meeting rooms and offices if you did not book them.
24. In the basement, there is free access to the bicycle storage at the basement gallery level and, when not in use by others, to the basement vestibule.
25. Meeting rooms are allowed to be used upon reservation only. It is advised to request your meeting room bookings in time to avoid collisions and misunderstandings. Meeting rooms can be also requested for half an hour period. Half an hour is the smallest billing unit, so this applies when you exceed the time you booked. So we will charge you half an hour for even 5 minutes excess.
26. Our café is *not* a self-service café! You can enjoy its services during normal business hours.
27. You can have guests when you wish to, but the responsibility over them is yours. Guests must also abide by the relevant rules of the House Rules, which is your responsibility to ensure.

Enjoy your work and stay in KUBIK.

We welcome your ideas so that we can provide you with the highest quality service.

29 January 2024