

LA CITÉ DES ASSOCIATIONS

INTERNAL REGULATIONS - NOVEMBER 2023

1. Prior acceptance

This regulation defines the terms under which La Cité Des Associations provides individuals or associations with offices, shared spaces, as well as associated services.

Access to the premises and their use imply full acceptance of this regulation. The regulation is subject to change without notice, based on suggestions from users or by decision of La Cité Des Associations.

Users must comply with this regulation in the exercise of their rights and obligations. Any subscription to an office rental offer implies automatic acceptance of this Internal Regulations. Users who do not accept to be bound by this regulation cannot use these services.

Any breach or non-compliance with the regulation may result in immediate exclusion from La Cité Des Associations premises. The offender shall not be entitled to any refund, and any sums potentially still owed shall remain payable.

The staff of La Cité Des Associations also reserves the right to refuse access to any individual/association whose nature of activity would not be, or is no longer, compatible with the values, operation, and overall respect of La Cité Des Associations. The values of La Cité Des Associations include pluralism, religious and political neutrality, and the fight against all forms of discrimination.

2. Services and Terms of Use

2.1 Occupation of Premises

The tenant agrees to use the premises and property provided in a prudent manner. The tenant undertakes to respect the furniture provided by La Cité Des Associations and not to damage it or make any modifications. The tenant shall act as its custodian.

The tenant agrees not to engage in the following behaviors within the building (non-exhaustive list) :

- Discarding or disposing of any waste or other products in areas not designated for this purpose ;
- Smoking in the premises or in any part of the building ;
- Using fire appliances ;
- Harming or disturbing third parties in their business ;
- Placing, installing, storing, or exhibiting objects or waste in common areas, including signs, boards, advertisements, or posters without the landlord's authorization ;
- Storing goods or other objects in parking spaces for cars, motorcycles, and bicycles; performing maintenance or cleaning on any vehicle ;
- Introducing or storing explosives, flammable products, or other unsanitary, noisy, malodorous, dangerous, or illegal materials or objects.

2.2 Access and Schedule

Access is through the main entrance of the building, located at 153 Rue Émile Féron - 1060 Saint-Gilles. A second entrance, at 198 Rue de Mérode, is accessible for occupants of the Mérode side of the building and users of the bicycle parking.

La Cité Des Associations is accessible 24/7 using the badge.

The reception service is open Monday to Friday from 8:30 am to 5:00 pm.

2.3 Internet

Tenants will have access to high-speed internet connection, subject to prior identification. They undertake not to use the network provided for illicit activities (illegal downloading, torrents, etc.) or non-professional activities (online gaming, streaming movies/series, etc.). They also commit not to exploit the bandwidth in a way that could disrupt the activities of other occupants of the premises.

Illicit use of the bandwidth may result in sanctions, including the exclusion of the offender, with no possibility of reimbursement for subscribed services.

The internet network is an open and unsecured network to allow all VPN systems to connect without prior complex configuration. Users are encouraged to protect their computers and phones before connecting, and the use of a VPN is recommended.

La Cité Des Associations cannot be held responsible for any security breaches related to insufficient protection by users of their equipment.

2.4 Photocopier/scanner

The use of the printer is a service subject to additional charges. The rates can be consulted on La Cité Des Associations website, as well as displayed at the reception of the building. Printer usage is operated using access cards or by entering a connection code. You can obtain an access code or activate your badge by contacting the reception.

2.5 « Break Area »

A common kitchen with access to a refrigerator, microwave, and dishes is at your disposal. Tenants who have a cafeteria space within their premises are encouraged, preferably, to use their private space to leave the break area freely accessible to other occupants.

Common facilities such as a coffee maker, microwave, refrigerator, kettle, dishes, etc., are provided for recreational use only on-site. Participants are therefore committed to using them responsibly and reasonably. In case of abuse or damage to the equipment in the common area, La Cité Des Associations reserves the right to charge the tenant for the value of the damaged equipment.

All alcohol consumption is strictly prohibited unless expressly authorized by La Cité Des Associations.

2.6 Intercom System

During the opening hours of the reception, visitors should approach the indoor intercom system located on Rue Émile Féron. By default, the intercom system is connected to the reception. If they prefer, visitors can directly select the name of the tenant they wish to visit on the intercom system.

The tenant then comes to collect their visitor at the reception. This is imperative for security reasons.

No access badges will be issued to visitors.

2.7 Security and alarm

The external entrance doors of the building must never be locked (double-locked) or obstructed at any time. Emergency evacuation and access by firefighters for possible evacuation must always be ensured.

In general, for everyone's safety and convenience, the common areas must not be obstructed in any way.

Tenants have access badges to open the external (between 8 pm and 7 am and on weekends) and internal doors.

Outside of these hours, an alarm covering all common areas is active. Tenants with a badge can deactivate the alarm by swiping their badge on any connected door. In case of prolonged occupancy of the common areas, the alarm automatically reactivates after 15 minutes.

Occupants who arrive or leave their private space during closing hours must therefore deactivate the alarm with their badge when passing through the common areas.

2.8 Mail and Delivery

At the reception, each tenant will have a personalized mailbox. The inscriptions will be of the model prescribed by La Cité Des Associations.

The reception of small parcels will also be ensured during the opening hours of the reception.

As for the reception of large or high-value goods or parcels, it must be ensured by the recipient. In case of absence and upon prior request, it is possible to authorize the reception staff. However, La Cité des Associations will not assume any responsibility in case of dispute or problem with the delivery.

2.9 Meeting rooms

Each tenant, who has a monthly quota of meeting room hours according to their contract, will be able to book a room subject to availability, via the website : www.citedesassociations.be.

Subject to availability, additional hours can be reserved and will be subject to billing.

Access to meeting rooms is subject to prior acceptance of the specific Internal Regulations governing their use. This regulation is available on La Cité Des Associations website as well as at the reception of the building.

2.10 Locker Rooms and Showers

Two locker rooms (M/F) with showers are also available. The use of showers is reserved for occupants. Users are asked to leave the premises clean and not to leave personal belongings in the showers. Every evening, abandoned personal belongings will be removed.

2.11 Bicycles Parking

A bicycle parking accessible via Rue de Mérode is provided for tenants.

In the event of an increase in the number of users of the bicycle parking, La Cité Des Associations reserves the right to prioritize access for occupants renting a space with a rack.

The bicycle parking is accessible to occupants during their presence in the building. To allow for cleaning of the premises, occupants are requested not to leave their bikes overnight or when they are not present. In case of heavy rain, winter conditions, or exceptional circumstances, occupants are allowed to leave their bikes in the parking. Abandoned bikes will be removed.

Occupants with a shared bike for their organization may, with authorization from La Cité Des Associations, leave their bike permanently.

The bicycle parking is equipped with racks and charging stations. The reservation and use of racks and charging stations are subject to separate billing. Occupants are asked not to park their bikes in front of racks and charging stations labeled with a tag, as these are reserved.

La Cité Des Associations disclaims any responsibility for damage or theft of bikes stored in the bicycle parking.

2.12 Scooters/motorcycles Parking

A scooter and motorcycle parking accessible via Rue de Mérode is provided for tenants. This area is clearly marked on the ground, and two-wheelers must not exceed this limit.

2.13 Storage Spaces

Pallet racks and shelves are available for rent. Conditions upon request. A 'depalletizing' area is also available.

3. Living Together

3.1 General Behavior

Tenants, their visitors, and occupants of the building in any capacity will occupy it while respecting other occupants and will enjoy it as responsible individuals.

As the terraces are directly linked to the cafeteria, tenants will adhere to the rules set by the cafeteria operator.

They will ensure that the tranquility of the building, its occupants, and the neighborhood is not disturbed at any time by their actions.

Occupants commit to behaving politely and courteously towards anyone present in the premises.

An appropriate dress code for the work environment is required for anyone on La Cité Des Associations site.

3.2 Advertising

Advertising on the building is prohibited without special written authorization from La Cité Des Associations Tenants may not place signs, posters, advertisements, pantry, laundry, or other objects on windows, balconies, or balconies.

No inscriptions may be placed on windows, balconies, exterior doors and walls, or in staircases, landings, and entrance halls.

However, it is permitted to affix, on the entrance door of private areas or next to it, in the location and according to the model prescribed by La Cité Des Associations, a plaque indicating the name of the occupant.

Exchanges, networking, and sharing of expertise are encouraged; however, systematic prospecting and aggressive commercial strategies are not tolerated within the premises.

3.3 Safety, Property, and Personal Insurance

The tenant agrees to personally use the services and not allow any third party to use them on their behalf or for their account.

The tenant is presumed to be insured for the risks inherent to their operation, for their equipment, and for any liabilities they may incur towards third parties. Therefore, the tenant assumes full and entire responsibility in case of accidents causing harm to individuals or property arising from the occupation of the premises.

All users are responsible at all times for the security of their belongings, La Cité Des Associations cannot be held responsible in any case of loss, theft, or damage.

The tenant is required to :

- Familiarize themselves with the safety instructions governing the use of the premises and ensure that they are applied and respected by the individuals under their responsibility ;
- Keep emergency exits clear.

3.4 Respect for the equipment

The tenant undertakes to respect the cleanliness and proper functioning of the equipment provided (furniture, video equipment, etc.)

Any anomalies in the operation of the machines and equipment, or any incidents, must be immediately reported to the staff of La Cité Des Associations.

All provided or borrowed equipment (furniture, Ethernet cable, screen, adapter, power strip, etc.) must be returned in the same condition as it was provided.

The tenant agrees to reimburse La Cité Des Associations for any damage to the furniture/equipment or loss of provided materials.

3.4 Maintenance, sorting, and waste disposal

Maintenance of common areas is provided by La Cité Des Associations. Tenants who do not have the included cleaning service are required to regularly maintain their private premises and keep them in an acceptable state of cleanliness.

Each tenant is required to sort their waste into the three bins provided.

For the following waste, each tenant is responsible for collecting their waste selectively and regularly.

The bags are then carried by the tenants themselves to the garbage areas.

White communal bag	Household waste
Yellow bag	Paper and cardboard waste
Blue bag	PMC, beverage cartons
Used batteries and coffee capsules	Reception

Glass waste disposal is not provided by La Cité Des Associations. Tenants are encouraged to dispose of their "glass" waste themselves by taking it to the designated collection point.

3.5 Cigarette and e-cigarette

The entire site is a non-smoking area, including the terraces and inner courtyards. Individuals wishing to smoke are invited to do so outside of the site, avoiding blocking entrances and causing smoke, and ensuring waste is disposed of in the appropriate bins.

3.6 Pets

Tenants are allowed, as a simple tolerance, to have pets in their private area (and thus excluding all common areas). If there are disturbances or nuisances for other occupants, permission may be revoked. It is strictly prohibited for pet owners to let their animals roam freely or to allow them to relieve themselves on the premises (including terraces, cellars, parking lots, etc.). In case of accidents, the soiled area must be properly cleaned by the pet owner.