

# LA CITÉ DES ASSOCIATIONS

## INTERNAL RULES OF MEETING ROOMS - MEETING' CITY

### NOVEMBER 2023

#### 1. Prior acceptance

The purpose of this regulation is to establish the conditions for the provision and rules of use of the meeting spaces – also referred to as 'Meeting'City' – at La Cité Des Associations.

Access to the Meeting'City and its use implies full acceptance of this regulation. The regulation may be modified, without notice, based on suggestions from users or by decision of La Cité Des Associations.

Users must comply with this regulation in exercising their rights and obligations. Any subscription to a meeting room rental offer implies automatic acceptance of this Internal Regulation. 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 the Meeting'City and La Cité Des Associations premises. The offender shall not be entitled to any refund, and any outstanding sums shall remain payable.

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

#### 2. Services and Terms of Use

##### 2.1 Spaces provided & equipment

**On reservation**, the following spaces are provided in our premises:

Name	Seated capacity	Standing capacity	Equipment
<b>Saturne</b>	60 s	80 s	Interactive touchscreen display, large screen + HDMI cable, Zoom-room with cameras and microphones, flipchart, tables, chairs (and/or conference chairs available), coffee machine, kettle.
<b>Neptune*</b>	40 s	60 s	Large screen + HDMI cable, flipchart, tables, chairs (and/or conference chairs available), coffee machine, kettle.
<b>Venus*</b>	40 s	60 s	Large screen + HDMI cable, flipchart, tables, chairs (and/or conference chairs available), coffee machine, kettle.
<b>Mars*</b>	40 s	60 s	Large screen + HDMI cable, flipchart, tables, chairs (and/or conference chairs available), coffee machine, kettle.
<b>Pluton*</b>	6 - 8 s	/	Screen + HDMI cable, flipchart, 1 table, 6 chairs, coffee machine, kettle.

\* Rooms currently not available.

In addition, users will have access to :

➤ **Internet**

Users will have access to high-speed internet connection freely, subject to prior identification (username and password provided at the reception). Users agree not to use the provided network for illicit activities (illegal downloads, torrents, etc.) or non-professional purposes (online gaming, streaming movies/series, etc.).

They commit not to exploit the bandwidth in a way that could disrupt the activities of other occupants of the premises.

Illicit use of bandwidth may result in sanctions, including the exclusion of the offender, without the possibility of reimbursement of subscribed services.

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

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

Attention : No landline or mobile phones are provided to users as part of the connectivity services offered.

➤ **A photocopier/scanner**

The use of the printer is a service subject to additional charges. Rates can be found on the website of La Cité Des Associations, as well as displayed at the reception of the building. For any printing or copying, please request assistance from a La Cité Des Associations staff member. The amount must be paid before printing.

For tenants, printer usage is facilitated through access cards or by entering a connection code. You can obtain an access code or activate your badge by contacting the reception.

➤ **A « Break Area »**

A kitchen with a refrigerator, microwave, and tableware is available for your use.

Each of our meeting rooms also has a coffee machine and a kettle. Coffee, tea, or other refreshments can be purchased from the reception staff.

Common facilities such as coffee makers, microwaves, refrigerators, kettles, tableware, etc. are provided for recreational use only on-site. Participants are therefore committed to using them responsibly and reasonably.

In case of misuse or damage to the common area equipment, La Cité Des Associations reserves the right to charge the renter for the value of the damaged equipment.

## 2.2 Access and duration

Access to Meeting'City is through the main entrance of the building, located at 153 Rue Émile Féron - 1060 Saint-Gilles.

Meeting rooms are available :

- by the hour
- half-day (8:30 am - 12:30 pm or 1:00 pm - 5:00 pm)
- full-day (maximum of 8 hours)

Reservations for spaces cannot exceed one consecutive week.

Upon arrival, the renter must check in with a member of the reception staff at La Cité Des Associations to obtain relevant information regarding the use of Meeting'City. Similarly, they should inform the reception staff when they finish using the premises.

### 2.3 Prices

The prices are available for consultation on La Cité Des Associations' website, as well as displayed at the reception of the building.

The billing for workspace depends on the renter's status, the rented space, the duration of use, and any additional services desired (such as setup, catering, etc.), in accordance with the dates defined with the applicant.

In the case of a rental period exceeding one day, La Cité Des Associations reserves the right to request a deposit from the renter. This deposit will be fully refunded at the end of the rental period. In the event of damages, La Cité Des Associations will deduct the necessary amounts for repairs, based on the quotes provided by its service providers for restoration to its original state. These quotes can also be provided upon request.

prices are subject to change; however, services already subscribed to will not be affected and will be settled normally before the new rates are applied in the event of a renewal of the desired service.

### 2.4 Booking and Cancellation

Reservation requests must be submitted at least 72 hours in advance using the online form on the website [www.citedesassociations.be](http://www.citedesassociations.be) , under the "Reservations" tab.

Upon receipt and processing of the form, La Cité Des Associations will send the renter an acknowledgment of receipt confirming the availability and terms of occupancy of the premises. Unless otherwise specified, rentals are payable in advance.

In case of cancellation, the renter is required to inform La Cité Des Associations as soon as possible (at least 48 hours in advance) via email at [reservation@citedesassociations.be](mailto:reservation@citedesassociations.be) or directly with the reception staff.

Any late cancellation will result in charges.

### 2.5 The Role of the Manager

In the context of a reservation within the Meeting'City, the staff of La Cité Des Associations is responsible for :

- Implementing the present regulations ;
- Receiving, processing, confirming in writing, and invoicing room reservation requests ;
- Welcoming participants on the actual day of the meeting or event ;

- Providing and ensuring the proper functioning of the equipment included in the rooms;
- Handling logistics (setup, catering, etc.) for the requested day as indicated on the reservation request form.

### 3. Living together

#### 3.1 General Behavior

Users are expected to behave with politeness and courtesy towards all individuals present on the premises.

Appropriate attire for the work environment is required of all individuals on La Cité Des Associations' premises.

While exchanges, networking, and sharing of expertise are encouraged, systematic prospecting and aggressive commercial strategies are not tolerated within the premises.

La Cité Des Associations reserves the right to exclude individuals responsible for such abuses, with no possibility of reimbursement for subscribed services.

#### 3.2 Security and Property/Personal Insurance

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

The renter is presumed to be insured against the risks inherent to their operation, for their equipment, and for their liabilities towards third parties. Therefore, the renter assumes full and complete liability in the event of accidents caused to persons and 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 under any circumstances for loss, theft, or damage.

The renter is required to :

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

#### 3.3 Respect of Equipment

Users commit to maintaining cleanliness and proper functioning of the equipment provided (furniture, video equipment, etc.).

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

All provided or borrowed equipment (furniture, ethernet cables, screens, adapters, power strips, etc.) must be returned in the same condition as when provided.

The renter agrees to reimburse La Cité Des Associations for any damages to furniture and/or equipment, or for the loss of provided materials.

### 3.4 Cleanliness & Organization

Le nettoyage des parties communes du bâtiment est inclus dans les prestations.

After using the Meeting'City, users are required to :

- Arrange the furniture, equipment, and any used dishes (on a provided cart).
- Leave the meeting room, common areas, and the 'Break Area' in the best possible state of cleanliness and order.
- Ensure all lights are turned off.

Failure to comply may result in additional charges for damages assessed by La Cité Des Associations (damaged walls, stained fabrics, etc.) being requested from the renter.

### 3.5 Cigarette and e-cigarette

The Meeting'City space, like the entire site, is completely non-smoking. Individuals who wish to smoke are invited to do so outside the premises, while avoiding obstructing and smoking near entrances, and by disposing of waste in appropriate bins.

### 3.6 Pets

Meeting spaces are not permitted for pets, even domesticated ones, except for guide dogs.

### 3.7 Minors

Access to the Meeting'City space for minors (under the age of 16) is subject to prior approval from La Cité Des Associations. Minors must remain under the responsibility and constant supervision of a guardian.