

LA CITÉ DES ASSOCIATIONS
INTERNAL RULES OF THE COWORKING SPACE - COWORK'CITY
NOVEMBER 2023

1. Prior acceptance

This regulation sets out the terms under which the coworking space of La Cité Des Associations – also called "Cowork'City" – provides individuals over 16 years old or associations – also referred to as "Coworkers" – with a shared workspace, as well as associated services.

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

Coworkers must abide by this regulation in the exercise of their rights and obligations. Any subscription to a coworking service offer implies automatic acceptance of this Internal Rules Regulation. A Coworker who does not accept being bound by this regulation cannot use the services.

Any violation or non-compliance with the regulation may result in immediate exclusion from the Cowork'City space and La Cité Des Associations premises. The violator will not be entitled to any refund, and any outstanding amounts will remain payable.

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

Unless expressly agreed upon by La Cité Des Associations and an estimate of the service, the Cowork'City space cannot be used as a mailing address, postal box, headquarters, or domiciliation of the user (individual, non-profit organization, or company).

2. Services and Terms of use

2.1 Access and schedule

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

The Cowork'City space is accessible from Monday to Friday, from 8:30 am to 5:00 pm (hours may be extended upon request from the Coworker and agreement from La Cité Des Associations).

2.2 Prices

The prices are available for consultation on the website of La Cité Des Associations, as well as displayed at the reception of the building. The rates indicated for coworking are per workspace.

These rates are subject to change; however, already subscribed services will not be affected and will be settled normally before the application of the new rates upon any desired service renewal.

2.3 Reservation and cancellation

Space reservation can be made :

- On La Cité Des Associations website, on the reservations page ;
- At the building reception, subject to available space.

In both cases, the reservation is only valid upon prior payment. If payment is not made in advance, the Coworker will not be able to use the coworking space.

In case of cancellation, the Coworker is required to inform La Cité Des Associations, as soon as possible via the email address reservation@citedesassociations.be.

2.4 Internet

Coworkers will have access to the internet via Wifi. Coworkers agree not to use the network provided for illegal activities (illegal downloading, torrents, etc.) or non-professional activities (online gaming, streaming movies/series, etc).

They agree not to exploit the bandwidth in a way that could disrupt the activities of other Coworkers.

Illegal 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 setup. Coworkers 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 breaches related to insufficient protection by the Coworker of their equipment.

2.5 Printer

The use of the printer is a service subject to additional charges. Rates are available for consultation on La Cité Des Associations website, and displayed at the building reception. For any printer usage request, the Coworker must approach an employee of La Cité Des Associations. The amount must be paid before printing.

3. Living together

3.1 General behavior

The Coworker agrees to behave with politeness and courtesy.

Appropriate attire for the work environment is requested from anyone on La Cité Des Associations premises. Coworkers are also encouraged to behave appropriately towards all individuals present on the premises.

The Cowork'City space is not intended for solicitation or prospecting.

While exchanges, networking, and sharing of skills are encouraged, systematic prospecting and aggressive commercial strategies are not tolerated.

Coworkers who are uncomfortable with such practices are encouraged to inform La Cité Des Associations staff, who will remind individuals of the space's operating rules.

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, Property, and Personal Insurance

Access to coworking is freely available during the established opening hours. Outside of these hours, coworking is accessible only with written agreement from La Cité Des Associations.

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

3.3 Respect of Equipment

The Coworker agrees to maintain cleanliness and proper functioning of the equipment provided (furniture, appliances, etc.).

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

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

The Coworker agrees to reimburse La Cité Des Associations for damages to furniture/equipment or loss of provided materials.

The Coworker cannot relocate borrowed furniture and equipment without explicit agreement from La Cité Des Associations.

3.4 Cleanliness & Organization

Cleaning of the common areas of the building is included in the services. However, the Coworker agrees to leave their workspace and common areas in the best possible state of cleanliness and order.

Specifically, they will leave the common areas (entrance, corridors, break area, restrooms) and workspaces clean, tidy, and ready for use after each use. Otherwise, additional charges may be incurred for damages noted by La Cité Des Associations (damaged walls, stained fabrics, etc.).

Only lightweight equipment may be used in the Cowork'City spaces (laptop, notepad, etc.). The Coworker may not use "fixed" or "bulky" equipment (desktop computer with tower, dual monitor setup, personal furniture installation, etc.) without explicit agreement from La Cité Des Associations.

3.5 Common Areas, Meals, and Consumables

Coworkers wishing to have lunch on-site will have their meals in the "Break Area" and ensure to leave it clean after use. A self-service kitchen with refrigerator, microwave, and dishes is also available.

Common facilities such as coffee maker, microwave, refrigerator, kettle, dishes, etc., are provided to Coworkers for recreational use, strictly on-site. Coworkers therefore commit to using them responsibly and reasonably.

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

Consumption of alcohol is strictly prohibited unless expressly authorized by La Cité Des Associations.

3.6 Telephone and discussions

Coworkers agree to maintain discretion within Cowork'City and uphold an environment conducive to the concentration of other Coworkers, respecting a certain noise level.

Coworkers are therefore encouraged to use their phones in "silent" mode. Phone calls, meetings, and extended discussions are not permitted within the coworking space. A soundproof booth located next to the reception area is available for these purposes.

3.7 Cigarette and e-cigarette

The coworking space, along with the entire site, is completely non-smoking. Individuals wishing to smoke are encouraged to do so outside the site, avoiding cluttering and smoking near entrances, and disposing of waste in designated bins.

3.8 Pets

Pets, even domesticated ones, are not allowed in the coworking space, except for guide dogs.

3.9 Minors

Access to the Cowork'City space for individuals under the age of 16 is subject to prior approval from La Cité Des Associations. Minors must then remain under the responsibility and constant supervision of the responsible Coworker.