



# HOUSE RULES

In order to maintain a peaceful, convenient and flexible working environment in KUBIK, please follow the rules of the House Rules and the Terms and Conditions.

## ACCESS TO KUBIK

1. KUBIK coworking (the „Office” or „KUBIK”), located at 5-6. Jászai Mari square, Budapest H-1137 is open during normal business hours from 9 am to 7 pm Monday to Friday. In case you are a coworker with subscription including 24/7 access, you have unlimited 24/7 access to shared coworking office areas and / or your separate offices. On bank holidays KUBIK is closed.
2. If you are a coworker without 24/7 access, you have access to KUBIK during opening hours only (between 9 am and 6 pm on workdays)
3. KUBIK offers you flexible solutions for your needs:
  - a. KUBIK club coworkers – coworkers renting workstation in a shared open office area (light, easy, medium, pro, expert, fix subscriptions)
  - b. KUBIK cube coworkers – coworkers renting separate offices
  - c. KUBIK meeting & conference coworkers – coworkers renting meeting rooms, conference and event spaces, who may not necessarily have the above a-b. subscription
  - d. guest – guests of any above defined a-b. coworkers.
4. If you are one of the coworkers defined above in points a-b, you receive a pass in the form of a badge. You can use your badge to access KUBIK premises through the main entrance. Please note, that if your subscription doesn't include 24/7 access, your badge will not open the front door after 6 pm on workdays, neither during weekends nor on holidays. Your badge is for your personal use only, so please do not hand it over to anyone else. For providing your badge we ask you to give us a deposit. If you lose your badge or do harm to it any other ways you will have to ask for a new card. We will have to charge you for the replacement of your badge. If you return your badge in good condition you will get your deposit back.
5. If you are a KUBIK club coworker, you are required to check in at the reception after your first entry each day you use the Office by using the black magnetic card reader on the right side of the reception desk. The access control reader indicates a successful login with a short beep signal, therefore please try checking in until you hear the signal. With expert and fix subscriptions no check in is required.

## THE OFFICE AND OUR ENVIRONMENT

6. 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 coworkers with unlimited 24/7 access, who are the last to leave the Office 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 Office except for some security lights in the hallway. If you wish to use the Office outside of the opening hours the switch might need to be turned on. There is no internet if the main switch is turned off.

7. 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 them after use. Please don't leave your empty meal boxes in the kitchen or in the fridge at the end of the day. At the top of the fridge you may find stickers. You may write your name on these stickers and use them to mark your stuff to avoid confusing it with the food of others. Expired or spoiled food will be thrown away from the fridge without a notice or investigation with respect to the owner.
8. Please hang your coat on the coat stand under the steps or on the coat racks.
9. 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. You may also ask for additional ashtrays at the reception. Please *do not* throw your cigarettes on the street around KUBIK.
10. 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.

## **WORKING CONDITIONS**

11. 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.
12. 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.
13. If you are not renting a specific workstation, please leave the workstation completely empty and clean when you leave. We also ask coworkers renting 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.
14. 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**

15. 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. Please pay the postage costs in advance or let us know if you wish to pay for it at the end of the month together with other costs.
16. You can keep your valuables safe in the lockers. We do not take responsibility for unattended items or belongings.
17. 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.
18. Using KUBIK elevator is prohibited. Bering also in mind points 19 and 20 below, it is forbidden to enter the elevator, basement, elevator machine room, storage and other non-public areas like: the reception and

café service area. You are also asked not to enter the meeting rooms without reservation and personal offices in case your subscription does not include them.

19. You may enter the area in the basement at the upper level where the table soccer is placed. Furthermore at the lower level in the basement there is a closed common storage area that can be accessed by all expert, fix and cube subscribers with a numeric combination. The storage is for storing smaller equipment, bikes, boxes, etc. temporarily. Please, if possible, do not occupy more than 2 square meters to leave space for others as well. You may ask for the numeric code at the reception.
20. The auditorium at the lower level of the basement can be used by our tenants with flexible conditions.
21. 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.
22. Our café is *not* a self-service café! You can enjoy its services during normal business hours.
23. 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.

Your ideas and suggestions for improvement are always welcome.

1 February 2015