

# House Rules

of the Coworking Space

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Rijeka Development Agency Porin Ltd.



September, 2024

# General

These House Rules of the Coworking Space of Rijeka Development Agency Porin at Milutina Barača 62, Rijeka (hereinafter: the House Rules) contain the **basic guidelines and codes of conduct** expected from the employees of RRA Porin, users (hereinafter: Users), and visitors (hereinafter: Visitors) of the coworking space by the Rijeka Development Agency Porin Ltd. (hereinafter: RRA Porin).

The purpose of the House Rules is to establish **provisions regarding conduct that contribute to maintaining order, peace, property, and cleanliness** in the coworking space, which is located on the ground floor of the RRA Porin's administrative building, in a way that promotes the further development of the reputation of RRA Porin and the Users, and prevents potential damage.

The House Rules address all important matters related to the coworking space.



# Scope of application

All RRA Porin's employees, Users, and Visitors are required to adhere to the House Rules.

**RRA Porin's employees** are considered individuals employed by RRA Porin.

**Users** are considered individuals who use the coworking space.

**Visitors** are considered business partners, clients, RRA Porin's and Users' guests, as well as any other person visiting the space.

Users are required to communicate the House Rules to their employees, business partners, and guests and assume responsibility in case of non-compliance with the House Rules.

Each user receives **a set of keys** that includes:

- a key to the administrative building,
- a key to the coworking space.

Each user is **responsible for taking care of the keys**, and in the event of a key set loss or a loss of an individual key, they are responsible for covering the cost themselves. All keys are protected by a code known to the RRA Porin's authorized person. In case of a key loss, the responsible person must immediately report it to the RRA Porin's authorized person.

# Use of the coworking space

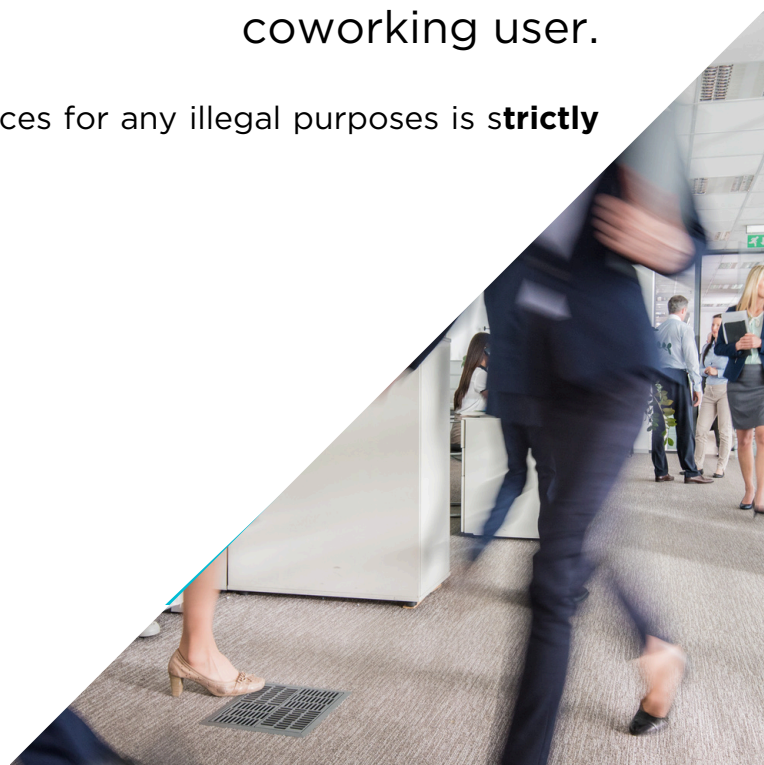
**Order and peace** must be maintained in the coworking space to enable the uninterrupted work of all other Users' employees. This also applies to the common areas for all users located on the ground floor of the Rijeka Development Agency Porin's administrative building at Milutina Barača 62.

**All Users are expected** to treat the office building, property, and resources entrusted to them as shared assets that must be protected in the common interest.

Any irregularities in the condition or functioning of specific building elements, infrastructure systems, and equipment, as well as in the event of a break-in, damage, flooding, or other emergencies, **must be responded to immediately by notifying the authorized person at RRA Porin.**

Any theft, embezzlement, damage, or destruction of property due to improper handling and negligence, as well as unauthorized use, is strictly prohibited. Any resulting damage will be compensated by the coworking user.

The use of RRA Porin's resources for any illegal purposes is **strictly prohibited.**



A violation of the House Rules is particularly considered to be:

- the use, processing, and distribution of materials characterized as offensive, discriminatory, etc.,
- the use, processing, and distribution of any form of pornography and/or pedophilia,
- the use of equipment/infrastructure for mass mailing, SPAM, sending unsolicited and/or unrequested electronic mail,
- the installation and use of applications that are not legally obtained.

Users **are free to enter and exit** the office building using the key they have been provided.

Upon termination of the contract, **all copies of the keys** to the coworking space and administrative building **must be returned** to the person authorized for communication with Users, whose contact details RRA Porin will provide via their email addresses.

**The entrance doors** to the administrative building **are unlocked** during RRA Porin's regular working hours, from Monday to Friday **between 8:00 AM and 4:00 PM**, after which the doors are locked. On weekends, the entrance doors to the administrative building are locked. Each User is obligated to lock the entrance doors after entering or leaving the administrative building after 4:00 PM on weekdays, or at any time on weekends.

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## Final provisions

Before starting to use the coworking space, the User is obligated to familiarize themselves with these House Rules.

By using the coworking space, the User fully accepts all the provisions of these House Rules.

These House Rules come into effect on the day of adoption and will be published on the RRA Porin's website: [www.porin.hr](http://www.porin.hr).













## Rijeka Development Agency Porin Ltd.

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