

Coworking room.

Timetable and conditions.

The room is open 24/7 **from 7 am to 11 pm.**

To use it, you need to fill in an access application that will be immediately submitted to a selection system managed by the appraisal committee in order to verify

- the technological/innovative character
- the potential for growth
- the market orientation

the activity to be developed in the coworking room.

If you cannot secure your reservation due to overbooking, you will be transferred to the wait list and you will be notified as soon as possible whenever the space is available.

Your usage of the room shall be governed by the Rules of Procedure, which are a set of basic working and cohabitation regulations.

During certain periods of the year, due to staff holidays, the room may be only available to entities linked to Tecnópole companies.

Rates and services.

The room's usage rate is of **12 euros/day or 100 euros/month**, having the following services included:

- Workstation:
 - Individual working desk with two drawers.
 - Access to the common conference table in the very same room.
 - Slot on the room's common shelving.
 - Internet, Wi-Fi.



- Climate control, electricity and cleaning.
- Usage of separate meeting rooms (if you opt for a monthly stay, you will be entitled to a free room use).
- Access control.
- Parking spaces nearby the building within the Tecnópole enclosure.
- CCTV service.
- Night surveillance service.
- Reception service (e-mail notifications and courier and postal mail pick-up).
- Low-cost extra services: video projector, photocopier, scanner, etc.
- Added-value networking environment. Gain visibility, establish contacts and leave your mark:
 - Shared space with other professionals with profiles similar to yours and synergy potential.
 - Immediate proximity to technological centres and close to about a hundred companies within the enclosure.
 - Proximity to hundreds of companies located in the three nearby industrial estates.

Rules of procedure.

To guarantee the park's good functioning, the normal coexistence and the respectfulness towards people and premises, the regulations hereby set forth must be complied with by users in the Coworking Room.

They must be accepted whenever the usage of working facilities is requested.

TIMETABLE:

Opening hours for the coworking room are established between 7 am and 11 pm 24/7.

ACCESS TO THE COWORKING ROOM:

Before using the Room, customers can pick up their access cards in Tecnópole's Reception Service.



The room may be booked per day or month.

1. After accepting the Rules of Procedure and the access application, customers must pay the fee in advance.
2. Monthly customers shall preferably make such payment by bank transfer or deposit.
3. For practical purposes, daily customers may pay the fee in cash at Tecnópole's Reception Service.

Once the hired usage is concluded, users must return their access card at the Reception or at the Access Control.

No user can enter the Room outside the agreed times.

Since this is a Coworking Room, any user not following the conventional personal hygiene standards shall not be allowed to enter the room.

CAR PARK:

Users can park their vehicle in the authorised areas within Tecnópole (not in reserved parking spaces). Number plate is required.

EXTERNAL VISITS:

User external visits shall identify themselves at Tecnópole's access control and shall not interfere or interrupt the rest of the users at the Coworking Room, thus using common areas or places authorised (meeting rooms) for such purpose.

SURVEILLANCE:

The building and Tecnópole's enclosure has video surveillance services in compliance with the current legislation.

RECEPTION SERVICE:

Tecnópole's Reception Service, located in the CEI Building, may notify users at the Coworking Room via e-mail and pick up parcels or post mail during the stay contracted by users if they so indicate beforehand.



ADDITIONAL EQUIPMENT INSTALLATION IN THE ROOM:

Users that need to install any necessary equipment for their activity in the room must make such prior request to Tecnópole via e-mail on the following address: tecnopole@tecnopole.es and wait for the corresponding authorisation.

MISUSE OF THE FACILITIES:

Users shall be liable for the damages caused to the room and its furniture and premises due to misuse or an irresponsible use of the room.

The room's cleaning service will be provided by the company also providing such service at the Tecnópole I Building; however, users are compelled to behave properly. In case of negligence, Tecnópole reserves the right to act accordingly.

EMERGENCY PLAN:

The room's users, as well as the rest of users within the Tecnópole I Building, must abide by the Centre's safety and emergency rules.

RIGHTS AND DUTIES OF USERS AT THE COWORKING ROOM:

Once the users' request is approved, they are entitled to use the services included in the rate:

- Workstation:
 - Individual working desk with two drawers.
 - Access to the common conference table in the very same room.
 - Slot on the room's common shelving.
 - Internet, Wi-Fi.
 - Climate control, electricity and cleaning.
- Usage of separate meeting rooms (if you opt for a monthly stay, you will be entitled to a free room use).
- Access control.
- Parking spaces nearby the building within the Tecnópole enclosure.
- Usage of separate meeting rooms (if you opt for a monthly stay, you will be entitled to a free room use).
- Access control.
- CCTV service.
- Night surveillance service.



- Reception service (e-mail notifications and courier and postal mail pick-up).
- Low-cost extra services: video projector, photocopier, scanner, etc. (check rates here).
- Added-value networking environment. Gain visibility, establish contacts and leave your mark:
 - Shared space with other professionals with profiles similar to yours and synergy potential.
 - Immediate proximity to technological centres and close to about a hundred companies within the enclosure.
 - Proximity to hundreds of companies located in the three nearby industrial estates.
- The workstations shall be occupied following the users' order of arrival.
- Tecnópole shall not be held responsible for the users' personal belongings.
- Once the booked time is over, the workstation must be left fully unoccupied. Tecnópole shall not be held responsible for forgotten documents or any sort of equipment or materials.
- An user per workstation: the use of workstations is nominal and non-transferable; it is forbidden to transfer or subrogate the workstation to another person (even if such person belongs to the same company) and no third party is allowed to use it simultaneously. Since this is a coworking room, the presence of users is essential. For flexibility and service provision purposes, Tecnópole may request a minimum in-person use preventing an extended absence in case of a monthly booking.
- Although obvious, the activity to be developed in the workstation must be legal.
- In case of user irregularities, Tecnópole reserves the right to act accordingly.

