



Akazien Campus GmbH - Akazienstraße 3a - 10823 Berlin

House Rules Space Shack

§ 1 No Unlawful or Illegal Use of the Premises and Facilities; Security

(1) The use of the services and facilities offered by SPACE SHACK for any purpose that is unlawful or excluded by these Terms of Use is prohibited. Keycards are personally issued to the User and are non-transferable. They are to be carried at all times; a stay without a keycard is not permitted.

(2) The user undertakes in particular not to use the facilities in such a way that they are damaged, destroyed or overloaded (e.g. network, printing technology and furniture) or that they cause disturbance to other users. The customer shall be liable for damage to furnishings and technical infrastructure, including for its employees and vicarious agents, in accordance with the general legal provisions.

(3) The user does not assume any attempts of unauthorised access to the IT infrastructure by hacking or similar methods.

(4) The use of the services and infrastructure of SPACE SHACK for the activities listed below is prohibited and constitutes a breach of contract, which may lead to the termination of the contract:

- a) Organisation/sending of illegal lotteries, MLM (snowball systems), chain letters, spam e-mails, or any other type of unsolicited messages or advertising (both private and business).
- b) Defamation, harassment, stalking, threats or other violations of legal norms (such as protection of privacy, personal rights) of persons or companies inside or outside the office premises;
- c) dissemination of immoral, offensive, pornographic or other illegal material or data via the infrastructure provided by the operator;
- d) unauthorised dissemination or provision of images, photographs, moving images, software or other material subject to third-party intellectual property rights (e.g. copyright and trademark rights), unless the user is the holder of the rights or is authorised to disseminate such material;
- e) distribution of data containing viruses, Trojans, worms, bots or other malicious software;
- f) illegal uploading and downloading of copyrighted data, especially in P2P file sharing networks;
- g) obstructing or preventing other users from accessing and using the operator's services and infrastructure

h) unlawful acquisition of personal data or other legally protected information of other users, in particular their e-mail addresses, without their consent;

(5) The coworking space is reserved for members. All visitors must be registered at the reception before admission and must identify themselves with a valid photo document.

(6) Interior doors must always remain closed.

(7) Flex desks must be completely emptied at the end of the working day.

(8) Any damages resulting from a violation (according to paragraphs 1-4) shall be fully borne by the user. In case of serious incidents SPACE SHACK reserves the right of extraordinary termination (see also §10 contractual penalties). Criminal offences can be reported to the investigating authorities.

(9) For the safety of all users as well as for the prevention and prosecution of possible criminal offences, the freely accessible areas (entrance areas, coworking areas, event and gaming rooms, café etc.) are monitored with video technology. The recordings obtained in this way are stored for an appropriate period of time and then deleted. They will only be released to the competent authorities for the purpose of criminal prosecution and will otherwise not be passed on to third parties.

(10) Lost property or property left overnight in the generally accessible areas (flex desk etc.) will, if found by SPACE SHACK staff or handed in to them, be kept in the central office and handed over to the owner free of charge against suitable proof of ownership. Users are requested to mark items of a certain value with their names. In accordance with § 968 BGB (German Civil Code), SPACE SHACK is only liable for intent and gross negligence in the safekeeping of items. The items will be handed over to the municipal lost property office at the earliest one month after they have been found.

§ 2 Access conditions and rules of conduct

(1) Access to the coworking space SPACE SHACK is possible for users during general opening hours Monday to Friday from 9 am to 6 pm. Access is generally not possible on public holidays (Berlin). Users with 24/7 access are not affected by this regulation.

(2) Access is granted by means of individual key cards. These must be kept by the user with the utmost care. In case of loss, SPACE SHACK has to be informed immediately, even at night. The User is fully liable for any damage caused to SPACE SHACK or other users by the loss or possible misuse of the key card assigned to him/her.

(2) Sleeping overnight in the entire object is not permitted.

(3) Meeting rooms booked by the User are also available for meetings held by the User with customers or business partners. Furthermore, it is prohibited to grant access to unauthorised persons (such persons without a valid access authorisation or valid contract with "SPACE SHACK" and therefore not authorised to enter) without written confirmation by the operators. Violations will result in termination without notice and without entitlement to reimbursement of payments already made. Any consequential damages arising from this shall be borne entirely by the respective user.

The meeting room doors must be locked after leaving.

(4) Any furniture may not be moved without consultation with the crew. Areas and rooms are to be left as you would like to find them.

(5) As a general rule, anything that disturbs other users is prohibited. This means in particular:

a) Food and beverages: The consumption of brought-in food is only permitted in the designated areas. Cold and less odour-intensive food may also be eaten at the workplace, but care must be taken that other users are not disturbed and that the premises and furnishings are not damaged. Do not prepare smelly food in the kitchen. Used dishes must be returned to the kitchen and placed in the dishwasher. Waste is to be disposed of in the kitchen only.

Food and drinks that you have brought yourself may only be stored in the refrigerator if they are labelled. Keep an eye on the best-before date and the condition of the food. On Fridays, the refrigerator is emptied and any remaining food is disposed of. Beverages (coffee and tea) purchased under the beverage flat rate may only be consumed by the guests themselves and may not be given to guests or outside persons.

b) Telephone calls / conversations: Telephoning is only permitted if other coworkers do not feel disturbed or inconvenienced by it. Mobile phones, smartphones, etc. must be set to vibrate or silent. The meeting rooms and telephone booths are to be used for lengthy conversations/phone calls. The hangout area is exempt from this rule.

c) Fair use: The available resources are to be used sparingly and sensibly. Use that exceeds normal consumption must be additionally remunerated.

d) Tidiness: Each user must dispose of his or her own waste in the containers provided and observe waste separation. Dishes must be put in the dishwasher after use. The meeting rooms in particular are to be kept clean and tidy at all times.

e) The "Naptank" (quiet room) is only intended for short rest periods. No sleeping, no drinks, no food, no taking off shoes, no phone calls, no noise.

e) Smoking is only permitted on the terrace. Please be considerate of other people present.

f) Please do not sit on tables or other surfaces.

g) Children are only to be brought with permission from Space Shack. They must be supervised by a parent or guardian at all times. They should only be in the Hang Out Hub on a permanent basis.

h) The noise level in the premises, in front of the premises and on the terrace must be kept at a reasonable level at all times. The night-time rest period must be observed.

i) The terrace may only be entered from 08:00 - 22:00.

j) Cargo Bays must be locked with the lock we provide.

(6) SPACE SHACK exercises domiciliary rights and is entitled to expel users from the premises in the event of gross violations of these house rules. If damage or dirt is found, please inform the crew directly.

The SpaceShack telephone number is only an emergency number after 5pm and at weekends. It should only be called in urgent cases.

(7) The General Terms and Conditions of Space Shack apply in addition.

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