

# Terms and Conditions

## 1. Membership & Access

### 1.1. Membership Types

We offer several membership plans, including but not limited to:

- Hot Desk (shared desk)
- Dedicated Desk
- Private Office

Each plan has specific access hours and included services, as outlined in your individual agreement.

### 1.2. Access Hours

- Standard access: Monday to Friday, 8:00–19:00 CET

### 1.3. Registration

To use the Space, you must complete registration, agree to these terms, and provide accurate contact and billing information.

## 2. Payments & Fees

### 2.1. Billing Cycle

Membership fees are billed monthly in advance and are payable via [credit/debit card / bank transfer / other].

### 2.2. Late Payments

A late fee of €20 may apply if payment is not received within 5 business days of the due date.

### 2.3. Price Changes

We reserve the right to adjust pricing with 30 days' written notice.

## 3. Use of the Space

### 3.1. Permitted Use

The Space must be used only for lawful business or personal work purposes. Activities that are disruptive, illegal, or harmful are prohibited.

### 3.2. Guests

You may bring guests into the Space for meetings. All guests must be signed in and accompanied at all times.

### 3.3. Shared Resources

Meeting rooms, kitchen areas, and equipment (e.g., printers, coffee machines) are shared. Fair usage policies apply.

## 4. Conduct & Community Guidelines

### 4.1. Respectful Behavior

We expect respectful, inclusive, and professional conduct. Harassment or discrimination will not be tolerated.

### 4.2. Noise & Privacy

Please use headphones and take phone calls in designated areas. Respect the privacy of other members.

#### 4.3. Cleanliness

Clean up after yourself in shared areas. Leave desks and meeting rooms tidy after use.

### 5. Security & Liability

#### 5.1. Security

\*\*\*\*Access is secured by electronic key/fob. Do not share your access credentials.

#### 5.2. Property

We are not liable for theft, loss, or damage to your personal property. Secure your valuables at all times.

#### 5.3. Insurance

You are responsible for arranging your own business or liability insurance if needed.

### 6. Termination & Cancellation

#### 6.1. Member-Initiated Termination

You may cancel your membership with 30 days' written notice. No refunds for unused time.

#### 6.2. Coworking Space-Initiated Termination

We reserve the right to terminate your access immediately for:

- Nonpayment
- Violation of these terms
- Behavior that threatens the community

### 7. Data Protection (GDPR Compliance)

We collect and process your personal data in accordance with the General Data Protection Regulation (EU) 2016/679.

Please see our separate Privacy Policy for details.

### 8. Governing Law & Jurisdiction

This Agreement is governed by the laws of Spain. Any disputes shall be subject to the exclusive jurisdiction of the courts of Barcelona.

### 9. Amendments

We may update these Terms and Conditions with 15 days' notice. Continued use of the Space after such notice constitutes your acceptance.

### Acknowledgement

By signing up or using the Space, you acknowledge that you have read and agree to these Terms and Conditions.