



## **RULES FOR ACCESS AND USE OF MOMA CREATIVE COWORKING**

The purpose of these Rules is to regulate and publicize the use and operation of the facilities of the MoMa Creative COWORKING Space, intended for individual and collective work, favoring professional relationships and the creation of synergies between them.

### **Safe Environment**

- The MoMa Creative facilities are always monitored by the person in charge of the coworking. It is a space with limited access to those who are already users.
- Respect the space. Always try to keep the volume low to facilitate coexistence between users of the coworking space. We recommend that you make or answer calls in a closed space such as the meeting room, and if this is not possible, keep your voice not too loud. Use the space of your flexible or fixed booth, leaving the surrounding surfaces free for other people.
- Repairs or replacements due to damage or damage that the user causes in the structural elements of the spaces, in the general facilities, in the common use areas, or in the furniture, will be borne by the user responsible for the same.

### **Alimentation and drinks**

- The consumption of food or snacks is not allowed in the work areas, but drinks are allowed, including coffee, water, juices, soft drinks, etc. Take advantage of the kitchen at the MoMa Creative facilities or head to one of the surrounding bars and cafes for a drink or snack while you take a break.

### **Rates**

- The valid rates will only be those that appear on the official MoMa Creative website [www.momacreative.es/](http://www.momacreative.es/) and prices from other sources will not be accepted.
- During the year, different promotions will be offered on basic rates. The promotions will remain active for as long as they are published on the website until it is deleted or changed to another.

### **Reservations (until the online reservation application is ready)**

- Meeting room or entire room reservations can be made by telephone at 722473102 or in person at MoMa Creative. Reservations are not allowed for hourly use or purchase of vouchers, since they must be paid on the spot, so they must be done in person.

### **Payment methods**

- We currently have several payment methods. Payments can be made in cash, by transfer, by card or by bizum. Payments will be made at the beginning of the activity before the user uses the facilities. This procedure applies to both the purchase of vouchers and the purchase of hourly use.



### Meeting room

- There is a reservation system to use the meeting room, so it cannot be used freely. You have to reserve the space or ask for availability.

### Events

- From time to time, MoMa Creative organizes events in the format of talks or training for companies or individuals in the CoWorking space. We invite you to participate in those that are of interest to you. CoWorking users agree that they will not be able to use the CoWorking space reserved for the event for its entire duration. MoMa Creative is committed to notifying clients sufficiently in advance of such events.

### Reprography service

- **Printing or photocopy in black and white: €0.05**
- **Printing or photocopy in color: €0.50**
- To print documents you must send them to [marketing@momacreative.es](mailto:marketing@momacreative.es)

### Connections

- To use the network on your mobile or laptop you only have to access the **“CoWorking MoMa” Wifi Network. The person in charge of the coworking will provide you with the password.**
- Each user is responsible for their device configuration and navigation use. Irresponsible use of the network that harms other users is not permitted.

### Use of positions and bonuses

- The Flexible Position, Fixed Position or any of the bonuses are for personal use and transferable only with the prior permission of the MoMa Creative technical team.
- When it comes to meeting rooms or private offices, sharing can be done, that is, payment for the space allows access to the maximum number of people in that room.
- The terms to consume any of the bonds is 12 months. If the total bonus hours are not used, the remaining hours will be accumulated at the time a new bonus is purchased.
- Visits from clients, collaborators or any other person related to the user will not interfere or interrupt the work of the rest of the users, therefore, they must be attended to in the meeting rooms.

### Equipment and personal items

- Users will be responsible for the safekeeping and custody of all business information and documentation of which they are owners, assignees or holders, even that which they consider confidential, exonerating MoMa Creative from any responsibility in this regard. Taking into account the characteristics of the workstations in which the coworking service is carried out, in an open space lacking separation and any type of insulation (acoustic, visual, etc.), it is the responsibility of each user to respect of the data protection of other users.



- The installation of their own equipment is permitted permanently to the users of the Fixed Stand and only in the CoWorking area, taking into account that MoMa Creative is not responsible for the safekeeping and safekeeping of these. At the end of the day, all equipment or personal items can be left at the Fixed Post chosen by the client.  
In addition, there is the option of renting additional drawers.
- **Hiring additional drawers will depend on availability at the time.**  
The price will depend on the size: one drawer for €10/month and double drawer for €20/month.

#### **Hours and access**

- The coworking is open from 9:00 a.m. to 6:30 p.m. from Monday to Friday. Access is limited to users who have active vouchers or those who request hourly use, paying the total cost at the entrance of the day. If this is your first time at MoMa Creative, the coworking manager will inform you of the spaces and rates available so that you can choose the one that best suits your needs and you can start using the facilities.

Additionally, there is the option to try a free day if it is your first time in coworking.

- The hours in August will be from 8:30 a.m. to 2:30 p.m.
- Holidays that involve changes in the schedule will be communicated to users in advance.

#### **Basic information about Data Protection:**

**Responsible: MoMa Creative CoWorking & Broker SL Purpose: Provide the requested services and send commercial communications.**

Legitimation: Execution of a contract, Legitimate interest of the Controller. Recipients: Data may be transferred to commercial partners.

Rights: You have the right to access, rectify and delete the data, as well as other rights, indicated in the additional information, which

you can exercise by sending an email to [marketing@momacreative.es](mailto:marketing@momacreative.es) Origin: The interested party himself. Additional information:

You can consult additional and detailed information on Data Protection on our website: [momacreative.es](http://momacreative.es)