

1. The door downstairs must be closed after 18:00. If you have guests after 18h, somebody needs to go down to let them in. It's a shared and open space. You are responsible for your guests.
2. You are expected to help maintaining and cleaning the public space (toilets, kitchen, corridors). Especially if you have a lot of guests, cleaning the toilets after an event is a must. Otherwise people coming to work the next day will complain.
3. You are also responsible that the entrance to the building downstairs is kept clean and that people are quiet after 22h.
4. After 22h music/noise must be at a level so that it can't be heard outside (keeping windows closed helps).
5. No smoking inside the building.
6. We have only two parking lots in front of the building (with corresponding signs) for cars or bikes. We are not allowed to use other parking lots. The access for trucks must not be blocked at any time.
7. Make sure somebody is designated as the responsible person for an event. That person is responsible for cleaning up and locking the floor and the building. We will address complaints from other users of the shared space or from neighbors to that person.