

# LOFFICE

## HOUSE RULES



Your guests are our guests, the responsibility over them is yours.



We ask you to smoke only at designated outdoor areas such as the inner garden and the terrace.



LOFFICE's kitchen is a self-service area. We ask you to take care of cleanliness and use the dishwasher after you had your coffee or tea.



Please be quiet! LOFFICE is primarily a work environment. When listening to music please use headphones.



LOFFICE is an open office. Just to be safe monitor your belongings as we do not accept responsibility for lost or stolen items. At your request we safekeep your items in a locked environment.



LOFFICE is a pet friendly work environment; your housebroken pets are welcomed guests. At your first visit we ask for your ID card and credentials and make a photocopy of them, for data confirmation. We handle your data discreetly and will not expose them to unauthorised third parties.



If you conduct a loud phone call and the publicity bothers you, or vice versa our empty meeting rooms provide you with complete silence and discretion.



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Equipment: scanner, printer, fax, photocopier, projector and screen, audio system, flipchart, postbox, document holder, stationeries, kitchen equipment. Attention: Printing of adhesive labels is prohibited!



Fax, photocopy, printing and audio prices, the current WiFi password and the stationery can be found at the reception desk.



Leave your bike locked at the inner garden bike stand. If you don't have a lock, inquire at the receptionist desk: we'll do our best to help.



The keys that you have received lock both the house and apartment door, as well as the bike room and garbage room.



Live dynamically: do sports. After your morning jog you don't need to go home, you can take a shower in LOFFICE.



Select your trash. Please collect your trash in the designated containers.



Subletting to third parties is excluded.



Use LOFFICE areas according to their designated purpose. Please do no violate legal directions, rules of the House Rules or those of the Terms and Conditions, as consequences are yours to bear.