

## **Terms and Conditions of COIN coworking**

### **Introduction**

This document defines Terms and Conditions of the use of COIN coworking area situated in Put Murvice 16, Zadar, Croatia.

COworking INdustries (COIN) is a result of the shared project launched in 2015 with an aim of increasing the competitiveness of micro, small and medium enterprises and encouraging the creation of working places through self-employment. The project was financed by the IPA programme (Instrument for Pre-Accession Assistance) under the agreement No. IPA2007/HR/16IPO/001-040709.

In order to ensure the sustainability of the project and implementation of the planned goals after completion of the project, project partners defined mutual guidelines of the COIN coworking area development having in mind the core values of the coworking concept: cooperation, openness, accessibility and sustainability.

COIN coworking is a working place characterized by collaborative environment that helps to develop new entrepreneurial ideas as well as to create services and programmes in accordance with the needs of micro enterprises. COIN coworking ensures conditions for development, networking and professional improvement of its users.

### **COIN users and members**

COIN user is defined as a user of COIN packages or additional services. Each COIN user is obligated to follow the Terms and Conditions of COIN coworking. The following documents – COIN packages – are the main components of this document (Annex 1).

COIN member is defined as a member of COIN coworking who has an active contract and whose payments for the past month are paid in full.

In the event of the contract party being a legal entity, the contract has to include a COIN user (natural entity). In the event of several natural entities that a single legal entity requires, each natural entity has to make a contract with COIN coworking.

Consequently, only a natural person with a contract of using COIN packages can use the services provided by COIN coworking.

### **Use of basic services**

COIN users can choose the relevant combination of COIN packages that include a variety of services. COIN packages include the package of basic and additional services specified under individual monthly packages based on the contract and payments paid in full.

The package of basic services includes:

- Use of a desk in the coworking area
- High-speed WI-FI
- Use of printer (Price: A4/A3 (B/W) = 10 lipa; (COLOR) = 40 lipa)<sup>1</sup>
- Use of scanner
- Coffee / water / tea
- Video surveillance and access control
- Cleaning & Maintenance
- Use of shared kitchen, sanitary facilities, smoking area, living room
- Help and support by the COIN host during the working hours
- Providing the information about our users' activities and help in networking
- Access to local network of institutions, partners and other entrepreneurs.

COIN coworking area in essence follows the principle of vacant spots at a certain moment.

### **Special notes for basic services**

The use of a fixed desk is only possible when using MAXI plus package.

### **Use of additional services**

Apart from the abovementioned basic services, there are several additional services that COIN coworking offer:

- Use of the meeting room (60,00kn/h). This includes the use of the kitchen and lounge area, high-speed WiFi, the use of projector, laptop and flipchart.
- Use of the multimedia room for events up to 25 people (120,00 kn/h). This includes the use of reception and lounge area, high-speed WiFi, the use of projector, laptop and flipchart, the possibility of recording and streaming.

COIN coworking reserves the right to form special prices on request.

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<sup>1</sup> this service is only available to COIN members

### **Special notes for additional services**

Use of the meeting room and multimedia room for organising meetings is generally possible if an appointment is booked or, in case the area is available at that particular moment, then a duty member at COIN can approve its usage.

Non-COIN members book their appointments by paying 50% deposit of the full price .

In case the reservation is cancelled 3+ days prior to the booked date, the deposit will be fully returned.

In case the reservation is cancelled 2 or less days prior to the booked date, or the event does not take place, 50% of paid deposit will be returned.

Meeting room and multimedia room can be used for telephoning and video conferences without any prior appointment booked in case the area is available at that moment.

COIN coworking ground plan is part of Terms and Conditions (Annex 2).

### **Special benefits**

All members of Association of Craftsmen Zadar (Hereinafter ACZ) who meet the conditions set by ACZ are entitled 30% discount on all COIN packages.

All COIN members are entitled 30% discount for additional services.

### **Cancellations and monthly payments**

It is necessary to announce the change of package and/or cancellation of the use of coworking area before the 15th of each month, which comes into effect the next month.

An invoice for COIN packages will be issued before/on the 15st of each month for the following month.

The deadline for payments is the 25th of each month.

There is, however, an exception. If a contract is made in the middle of the month, an invoice will be issued on the date of making the contract.

For contracts made for several months, all the deadlines and payments will be defined in the contract itself.

COIN members who do not meet the deadline do not have the right to use the abovementioned services.

Additional services linked to the use of printers will be billed for the previous month.

**COIN working hours**

COIN working hours are Monday – Friday from 8:00 am until 6:00 pm.

A member of the COIN team will be there to take care of the users and the area.

COIN coworking area might be closed in exceptional cases. COIN users will always be informed in time in case this happens.

**Liability for personal belongings, area and users**

COIN coworking is not responsible for left personal belongings by both its users and their guests. It is highly recommended not to leave laptops and/or mobile phones unattended.

All the COIN users are obliged to follow the Terms and Conditions of COIN coworking in order to protect the users' rights and the level of service quality (Annex 3)