

HOUSE RULES FOR VAC PREMISES

General

14.1 The rooms of the VAC are used jointly and serve the interaction between companies and individuals. At the same time, VAC stands for efficiency and innovation. Our aim is for the users of our services to experience the greatest possible added value. We want to provide the optimal environment to enable the best possible results.

14.2 We therefore expect the users of our spaces to be friendly, attentive and helpful. All users are part of this stimulating environment and have an influence on it. Every user is a part of the Vienna AirportCity experience.

14.3 Smoking is not permitted in the rooms and on the terraces of the VAC. The entire building is equipped with fire detectors that can trigger an alarm in the event of smoke development. In the event of non-compliance, all costs incurred as a result shall be borne in full by the Contractual Partner.

14.4 During the use of the VAC rooms, no other users may be prevented from accessing and using the services and infrastructure of the VAC.

14.5 The house rules as amended from time to time, which are posted in the respective office premises, shall apply. The User shall follow the instructions of VAC employees.

14.6 In the generally accessible areas of Office Park 4, the house rules of this building shall apply and must be complied with by the users.

Meeting and event rooms

14.7 Users of meeting rooms and conference rooms are not permitted to take food and beverages with them.

14.8 Meeting rooms must be left neat and tidy for the next user after use.

14.9 Access is granted 10 minutes before the start of the meeting and ends 10 minutes after the end of the meeting. If an extension is necessary, this is a new booking. These blocks are intended for setting up the meeting or for cleaning up after the meeting by the meeting participants. Cleaning is then carried out afterwards by VAC or the company commissioned by VAC.

Working atmosphere in the coworking space

14.10 Please use the signs indicating that you are concentrating on your work. In this way, colleagues can assess whether you wish to be approached.

14.11 Telephone calls in shared spaces must be made in a quiet tone and in a low voice. For longer telephone calls, areas should be sought where other colleagues will not be disturbed.

14.12 Coworking members may heat up food they have brought with them in the kitchen corners, and please also eat there. Attention must be paid to hygiene. Used dishes must be put in the dishwasher and leftover food and garbage must be disposed of accordingly.

14.13 Celebrations on the premises of VAC are subject to approval. Drinking alcohol in the coworking workspaces is prohibited.

14.14 The coworking spaces must be left neat and tidy for the next user after use. Waste must be disposed of in the appropriate waste bins.

Working atmosphere in the coworking space

14.15 Any damage, soiling, missing equipment etc. must be reported immediately to the VAC team so that the defect can be rectified as quickly as possible, even if the defect was not caused by you, we ask for your cooperation.

14.16 You are also welcomed to lend a hand if something can be done without effort.

14.17 For the health of all, the health protocol must be followed. Among other things:

- Using the sanitizer dispensers regularly and washing hands frequently.
- In the event of symptoms of illness or fever, the VAC premises may not be entered out of consideration for other users. If you are unable to make your day booking due to illness, you can obtain a voucher for the booking against a doctor's certificate and redeem it on another day.