

flexado

your flexible office company. **it's up to you.**

Specific conditions

User's right Flexible workstations and meeting rooms

Article 1

Definition

1.1 A flexible workstation is a workstation which consists of a desk and a chair which are offered through Flexado in a location at a Business partner of Flexado.

1.2 A meeting room is a conference room, a group area or other space offered through Flexado in a location at a Business partner of Flexado.

Article 2

Applicability general conditions and specific conditions

2.1 Besides these specific conditions flexible workstations and meeting rooms, also the general conditions of Flexado are applicable, which are an integral part of the agreement(s) concluded between Client and Flexado.

Article 3

Reservations

3.1 The Client can reserve a flexible workstation or meeting room online through www.flexado.com, by e-mail to backoffice@flexado.com, or telephonically through Flexado.

3.2 If the Client for whatever reason wishes to cancel the reservation, the Client must so inform Flexado in writing. The day on which Flexado has received this cancellation will be leading to determine the cancellation costs.

The cancellation costs amount to:

- 0 % of the principal sum if the Client cancels no later than 5 business days before the date of the reservation;
- 25 % of the principal sum if the Client cancels no later than 2 business days before the date of the reservation;
- 100 % of the principal sum if the Client cancels no later than 1 business day before the date of the reservation.

3.3 The Client can use the flexible workstation or meeting room exclusively in accordance with the established times.

3.4 If the Client does not or does not completely use the reserved time, no refunds will be made.

3.5 If the Client wants to extend the reserved time, such is only possible if the area in case is still available. In that case, the additional time will be charged to the Client in accordance with the applicable rate.

3.6 If the area is not available, the Client will have to leave the area. If an alternative area is available, the Client will be able to reserve this area against the applicable rate.

Article 4

House rules

4.1 At every location where flexible workstation and/or meeting rooms can be reserved, house rules apply. Clients must observe these house rules. These house rules are imposed on the clients for reasons of health, safety, fire prevention, or the assuring of a good working environment. The Client must request the house rules at the relevant location.

Article 5

Services

5.1 If available, the Client can reserve various services at the flexible workstation and/or meeting room, such as coffee/tea, internet connection, etc. These services are operated by the Business partner of Flexado. Flexado will bill the costs of these services to the Client.

Article 6

Multiple persons

6.1 It is not permitted to meet with several persons at a single workstation consisting of a single desk and a single chair. In such case, a meeting room or a group area.

Article 7

Liability

7.1 The liability of Flexado is limited in accordance with the general conditions.

7.2 Flexado does not know whether all desks desk chairs and such at each Business partner of Flexado are compliant with the applicable legislation and regulation, including health & safety requirements. Flexado is not liable for any damage or injury resulting from this fact. The Client can inquire per location whether the furnishing is compliant with the health & safety requirements.

7.3 All costs resulting from the use of flexible workstations and/or meeting rooms pursuant to the applicable legislation and regulations are borne by the Client.

Article 8

Costs

8.1 Flexado reserves itself the right to bill any possible cleaning costs and repair costs as are required, as well as damage to facilities and accommodation, caused by the Client or by persons admitted by him, to the Client.