

# OPERATING RULES OF COWORKING HUBB, VALID FROM FEBRUARY 1, 2026

## Coworking HUBB

Address: Hurbanova 8, Banská Bystrica 97401

Operator: Michal Valašik, Company ID: 44576102

Registered Office: Trieda Hradca Králové 34, Banská Bystrica 97404

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### 1. GENERAL PROVISIONS

- 1.1. These operating rules govern the conditions for using the Coworking HUBB premises (hereinafter referred to as “coworking”).
  - 1.2. By entering the coworking premises and using the services, the visitor agrees to comply with these operating rules.
  - 1.3. The operator reserves the right to change or amend these rules at any time. The current version is always available on the premises and on the website.
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### 2. OPENING HOURS

**For members:** Monday – Sunday (24/7 access, or according to individual agreement; conditions are specified in the membership/space rental agreement)

**For guests:** Monday - Sunday (On request only, must be arranged in advance by phone at +421 944 840 468)

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### 3. TYPES OF SERVICES AND PRICE LIST

#### 3.1. Membership types

- Monthly membership (fixed desk) – €199/month
- Meeting room rental – price by agreement

#### 3.2. Included in the basic price

- Access to a workspace
- Wi-Fi internet connection
- Basic office equipment (desk)
- Tea, water
- Kitchenette
- Common areas – open space

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## 3.3. Additional services

- Printing, scanning: free within the monthly membership (subject to FUP – Fair Use Policy: max. 200 printed pages/month, scanning max. 30 minutes/day)
  - Meeting room rental – price by agreement
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## 4. REGISTRATION AND ENTRY

- 4.1. On the first visit, it is necessary to complete a registration form and present a valid ID.
  - 4.2. Entry is only possible during opening hours or with a valid access code/card.
  - 4.3. Visitors must check in at reception or in the registration system upon entry.
  - 4.4. Members are responsible for their guests and must accompany them for the entire visit.
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## 5. RULES OF CONDUCT

### 5.1. General rules

- Silence and respect for other users must be maintained in the coworking space
- Phone calls and online meetings must be conducted using headphones with a microphone for the comfort of others
- Food consumption is only allowed in designated areas (kitchenette, relax zone)
- After using shared spaces, they must be returned to their original condition

### 5.2. Prohibited activities

- Smoking on the premises (including e-cigarettes)
  - Alcohol consumption without the operator's consent
  - Use of narcotic or psychotropic substances
  - Disturbing the working environment
  - Any illegal activities
  - Distribution of inappropriate content
  - Harassment of other users
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### **6. USE OF EQUIPMENT AND FACILITIES**

#### **6.1. Wi-Fi and internet**

- Wi-Fi is intended for work purposes only
- Downloading and distributing illegal content is prohibited
- Activities that significantly burden the network are not allowed

#### **6.2. Printers and office equipment**

- Use only after instruction or with staff approval
- Any malfunction must be reported

#### **6.3. Kitchenette**

- Maintain cleanliness and order
- Wash your own dishes (or dishes taken from the kitchenette) immediately after use
- Label food in the refrigerator with name and date
- The operator has the right to discard unlabeled or spoiled food

#### **6.4. Meeting room**

- Reservation required in advance via the system or reception
- Return the room to its original condition after use
- Turn off all equipment

#### **6.5. Common area – open space**

- Members may access the premises independently according to contractual conditions
- Keep your desk and surrounding areas tidy
- Turn off all unused devices. Charging devices overnight or while absent is prohibited without operator approval

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### **7. SAFETY AND PROPERTY PROTECTION**

- 7.1. Users are responsible for their personal belongings and devices.
- 7.2. The operator is not responsible for loss, damage, or theft of personal belongings.
- 7.3. The use of lockable lockers (if available) is recommended.
- 7.4. When leaving, users must ensure their belongings are stored in lockers (if

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available).

7.5. In case of damage to coworking property or another member's property, the user must report the damage and cover repair costs. The membership agreement may require liability insurance for such events, including major incidents (e.g., fire, flooding, etc.).

### **7.6. Fire protection**

- Do not handle fire safety equipment without reason
  - In case of fire, use fire extinguishers and evacuate according to signage
  - Emergency exits must always remain clear
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## **8. PERSONAL DATA PROTECTION AND GDPR**

8.1. The operator processes personal data in accordance with GDPR and data protection laws.

8.2. Personal data is used only for service provision and communication.

8.3. CCTV may be installed on the premises for security reasons (with notice).

8.4. Recordings are stored for 30 days and accessible only to authorized persons.

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## **9. PAYMENT TERMS**

9.1. Payment for services is made in advance unless agreed otherwise.

9.2. Accepted payment method: bank transfer

9.3. If payment is more than 7 days overdue, the operator may suspend access.

9.4. The contract is concluded for an indefinite period with a 2-month notice period.

Membership renews automatically. If the invoice for the next 3 months is not paid by the due date, the contract ends on the last day of the last prepaid month. Example: If you give notice in September, the notice period starts October 1 and ends November 30. Payments must be made until that date.

9.5. The operator reserves the right to adjust prices effective from the first day of the following month. If a member has prepaid, the new price applies from the month following the last prepaid month.

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### **10. HYGIENE AND HEALTH**

- 10.1. Users must follow basic hygiene standards.
  - 10.2. Users with symptoms of an acute infectious illness must refrain from visiting.
  - 10.3. Regular ventilation and cleanliness are maintained by members in cooperation with the operator as agreed.
  - 10.4. Toilets and common areas are cleaned according to the schedule posted on the premises.
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### **11. TERMINATION OF MEMBERSHIP AND EXCLUSION**

- 11.1. Membership may be terminated in writing or electronically with a 2-month notice period starting on the first day of the following month.
  - 11.2. The operator may immediately terminate membership without compensation in case of:
    - Violation of operating rules
    - Non-payment
    - Property damage
    - Harassment of other users
    - Illegal conduct
  - 11.3. Repeated minor violations may lead to a warning and subsequent exclusion.
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### **12. COMPLAINTS AND CLAIMS**

- 12.1. Complaints and claims may be submitted in writing to the operator's registered office or electronically at: [info@hubb.sk](mailto:info@hubb.sk)
  - 12.2. The operator undertakes to resolve complaints within 30 days of receipt.
  - 12.3. The user will be informed in writing about the outcome.
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### **13. FINAL PROVISIONS**

- 13.1. These operating rules come into effect on February 1, 2026.
  - 13.2. In case of ambiguities or specific situations, the operator decides.
  - 13.3. The rules are available in printed form at the entrance and on the website.
  - 13.4. The operator reserves the right to amend these rules. Users will be informed of changes at least 7 days in advance.
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### CONTACT DETAILS

Operator: Michal Valašik

Registered Office: Trieda Hradca Králové 34, Banská Bystrica

Company ID: 44576102

Premises: Hurbanova 8, Banská Bystrica 97401

Email: [info@hubb.sk](mailto:info@hubb.sk)

Phone: +421 944 840 468

Web: <https://hubb.sk>

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In Banská Bystrica, dated February 1, 2026

**Operator:**

Michal Valašik