

HOUSE RULES



office arena

- You can enter the co-working between the hours of 08u30 until 18u00. Please always announce your arrival at the reception and let us know when you leave.
- Parking: you can use the parking if there are places available: €1/hour (be aware of a low height -> max 1m80 - enter at own risk)
- No smoking anywhere in the co-working
- You can invite clients for a meeting during your co-working hours, but these have to be announced via rebecca@officearena.be. Tenants must make sure their guests are aware of, and follow, the house rules.
- If you eat or drink something please always clean up after yourself. Dirty dishes go in the dishwasher in the kitchenette. Please always recycle.
- You can only talk in the assigned areas. please do not disturb the other co-workers. If you have to make a lot of phone calls let us know and we will show you to a place where you can do so.
- Co-workers can not keep an animal on the property without the permission of the manager.

