

LA CITÉ DES ASSOCIATIONS
INTERNAL RULES OF THE MULTIFUNCTIONAL ROOM – POLY ROOM
DECEMBER 2024

1. Prior Acceptance

This regulation aims to establish the conditions for the availability and usage rules of the Multipurpose Room – also known as "POLY ROOM" – of La Cité Des Associations.

Access to and use of the Multipurpose Room implies full and unconditional acceptance of this regulation. This regulation may be modified without prior notice based on user suggestions or by a decision of La Cité Des Associations.

Users must comply with this regulation in the exercise of their rights and duties. Any booking or rental of the Multipurpose Room implies the automatic acceptance of these House Rules. Users who do not agree with this regulation cannot use the services.

Any violation or non-compliance with the regulation may result in immediate exclusion from the premises of La Cité Des Associations. The offender cannot claim any refund, and any outstanding amounts remain due.

The staff of La Cité Des Associations also reserves the right to deny access to individuals or non-profit organizations whose activities are no longer compatible with the values, operation, and general compliance of La Cité Des Associations. The values of La Cité Des Associations are pluralism, religious and political neutrality, and the fight against all forms of discrimination.

2. Services and terms of use

2.1 Available spaces & Equipment

- Subject to reservation or a prior rental agreement, the following is made available: A Multipurpose Room of approximately 100 m² with flooring suitable for recreational, cultural, or sports activities. This requires the use of clean and appropriate footwear (high heels are prohibited) and prohibits bringing heavy materials or furniture that could damage the floor.
- Shelves and racks with hangers where users can leave their shoes, clothing, and personal belongings at the entrance of the room.
- A portable speaker with a Bluetooth connection.
- Low lockable cabinets (available upon prior request) where renters can securely store small materials between sessions.

Additionally, all users have access to :

➤ **Changing rooms & Showers**

Two changing rooms (M/F) with showers and toilets are located in the basement of the building. Users are requested to leave the spaces clean and not to leave any personal belongings behind. Any items left behind will be regularly removed.

➤ **Internet**

Users have access to a free high-speed internet connection, subject to prior identification (username and password provided at the reception). Users agree not to use the available network for illegal activities (such as illegal downloads, torrents, etc.) or non-professional use (such as online video games, streaming movies/series, etc.).

They must also ensure that their use of bandwidth does not interfere with the activities of other users. Illegal use of bandwidth may result in sanctions, including exclusion from the premises, without any right to a refund for booked services.

The internet network is open and unsecured, allowing all VPN systems to connect without complex pre-configuration. Users are advised to secure their computers and phones before connecting; using a VPN is recommended.

La Cité des Associations cannot be held responsible for any security breaches resulting from users' failure to adequately protect their devices.

➤ **Break area**

A freely accessible kitchen with a refrigerator, microwave, and tableware is available to all building users.

Shared equipment such as a coffee machine, microwave, refrigerator, kettle, and tableware is strictly for on-site recreational use. Users agree to use these facilities responsibly and reasonably.

In case of misuse or damage to the communal equipment, La Cité des Associations reserves the right to charge the renter for the value of the damaged equipment.

➤ **Bicycle parking**

The bicycle parking area is accessible to users during their presence in the building. Users are requested not to park their bicycles in front of the racks and charging points marked with a label, as these are reserved.

To facilitate cleaning of the premises, users are asked not to leave their bicycles overnight or when absent. Abandoned bicycles will be removed.

If the number of bicycle parking users increases, La Cité des Associations reserves the right to prioritize users who rent a designated bicycle rack space.

La Cité des Associations is not responsible for any damage or theft of bicycles placed in the bicycle parking area.

2.2 Acces and opening hours

The easiest access to the Multipurpose Room is via the Mérode entrance (198 rue de Mérode – 1060 Saint-Gilles). Users can also access the bicycle parking and showers from this entrance.

The main entrance of the building, located at 153 rue Émile Féron – 1060 Saint-Gilles, leads to the reception, which is open Monday to Friday from 8:30 AM to 5:00 PM. La Cité des Associations is accessible 24/7 with a badge.

2.3 Security and alarm

The building's exterior doors must never be locked (double locked) or blocked. Emergency exits and fire department access points must remain clear at all times to allow for potential evacuation.

In general, common areas must not be obstructed in any way to ensure the safety and convenience of all users.

The renter is required to:

- Familiarize themselves with the safety regulations regarding the use of the premises and ensure that participants under their responsibility comply with them.
- Keep emergency exits clear.

The renter has an access badge to open the exterior doors (Féron and Mérode entrances) between 10:00 PM and 7:00 AM, as well as on weekends. The badge also grants access to interior areas (POLY ROOM, bicycle parking, and showers/changing rooms).

Outside of these hours, an alarm system is active, covering all common areas. Users with a badge can deactivate the alarm by scanning their badge at a connected door. If common areas remain occupied for an extended period, the alarm will automatically reactivate after 15 minutes.

Users entering or leaving the Multipurpose Room outside of regular hours must deactivate the alarm with their badge when passing through common areas.

2.4 Rates & payments

The rates can be consulted on the website of La Cité Des Associations and are also displayed at the building's reception.

The billing for the "POLY ROOM" depends on the tenant's status and the duration of use, as agreed with the applicant. An invoice is issued at the beginning of each month after use and sent to the tenant by email. Payment must be made monthly within 8 days of the invoice date via bank transfer.

For rentals longer than one day, La Cité Des Associations reserves the right to request a security deposit from the tenant. This deposit will be fully refunded at the end of the rental period. If any damage is found, La Cité Des Associations will deduct the necessary amount for repairs based on quotes from its service providers to restore the premises to their original condition.

These quotes can be provided to the tenant upon request. Rates may be adjusted. However, services that have already been booked will not be affected and will be charged at the original rates before any new rates take effect for service extensions.

2.5 Reservation, modification and cancellation

Recurring bookings require the signing of a rental contract for a period of one year, with the possibility of renewal. These bookings are automatically included in the schedule without the need for prior reservation.

One-Time reservation requests must be submitted at least 48 hours in advance via email at reservation@citedesassociations.be or through the reception staff. La Cité des Associations will send the tenant a confirmation of receipt to confirm availability and the terms of use of the space.

In the event of an exceptional change in the hours or days of use of the « POLY ROOM » the tenant must obtain approval from La Cité des Associations at least 10 days before the scheduled date.

If a scheduled session is canceled, the tenant is required to inform La Cité des Associations at least 2 weeks in advance via reservation@citedesassociations.be or at the reception desk.

Any late cancellation will be charged.

3. Coexistence

3.1 General conduct

Users commit to behaving with politeness and kindness towards everyone present on the premises. Children are present in the building daily, and an appropriate attitude toward them is required.

Discriminatory, racist, sexist, LGBTQIA+-phobic, classist, body-shaming (in general), and ableist remarks and behaviors are not tolerated under any circumstances within La Cité des Associations.

A suitable dress code for a professional environment is expected from everyone on the premises of La Cité des Associations. Networking, exchanging, and sharing knowledge are encouraged, but systematic prospecting and aggressive commercial strategies are not allowed in the common areas.

La Cité des Associations reserves the right to exclude individuals responsible for such misconduct without any refund for already booked services.

3.2 Safety, insurance of goods and people

The tenant agrees to use the services personally and does not allow third parties to use these services on their behalf or for their benefit.

The tenant is expected to be insured for risks related to their activities, including their equipment and any potential liabilities towards third parties.

The tenant is therefore fully responsible in case of accidents causing damage to persons or property during the use of the space.

All users are responsible for the security of their own belongings at all times. La Cité des Associations cannot, under any circumstances, be held responsible for loss, theft, or damage to property.

3.3 Respect for equipment

The tenant agrees to use all premises and equipment provided with care.

Users commit to maintaining the cleanliness and proper functioning of the materials made available to them (furniture, equipment, etc.), avoiding damage or modifications.

Any malfunction of machines or equipment, or any incident, must be reported immediately to the staff of La Cité des Associations.

All equipment provided or borrowed (furniture, cables, sound system, screen, adapters, power strips, etc.) must be returned in the same condition in which it was provided.

The renter agrees to reimburse La Cité des Associations in the event of damage to furniture and/or equipment, or loss of the equipment provided.

3.4 Cleanliness & Tidying up

After using the Polyvalent Room, users are required to:

- Store the used furniture/materials back in the designated cabinets.
- Leave the POLY Room and other used areas (toilets, common areas, and break room) as clean and orderly as possible.
- Ensure that all lights are turned off.

If these rules are not followed, La Cité des Associations may issue an additional invoice for any identified damage (damaged walls, stained fabrics, etc.), which will be charged to the tenant.

3.5 Cigarettes et E-cigarettes

La Cité des Associations is a completely smoke-free zone. Those who wish to smoke are requested to do so outside the premises, without blocking entrances or causing smoke pollution. Cigarette butts and waste must be disposed of in the designated trash bins.

3.6 Animals

Animals are not allowed in La Cité des Associations, regardless of their size, cleanliness, or friendliness. The only exception applies to guide dogs.

3.7 Minors

All minors (under 16 years old) are the responsibility of the tenant and must remain under the constant supervision of a responsible adult throughout their stay on the premises.