

## House Rules Graben 17/10

### §1. General

- (1) These house rules are an integral part of the contracts concluded between Digital Society Institute GmbH and its customers.
- (2) **These house rules apply to all persons who visit (use) the event rooms at Graben 17/10, 1010 Vienna and to companies and persons (organizers) who hold events there.**
- (3) Organizers must bring these house rules to the attention of the persons attending their events and are liable to Digital Society Institute GmbH for compliance with these rules.
- (4) The use of the premises is permitted for up to a total number of **50 persons**. Organizers must ensure that no more than this maximum number of persons participate in events.

### §2. Treatment of premises and equipment

- (1) The rooms, furnishings, seminar equipment and other inventory must be treated with care. For damages, **individuals causing the damage are jointly liable** with the organizer to Digital Society Institute GmbH.
- (2) When taking over the premises, the organizer shall check the equipment inventory for completeness based on the inventory list. Technical equipment is to be checked for proper functionality.
- (3) Existing defects not reported to Digital Society Institute prior to the start of the event fall under the responsibility of the organizer.
- (4) **Smoking is prohibited** in the seminar rooms as well as in the stairwell and entrance area of the building. **A cleaning fee of € 200 will be charged** in the event of non-compliance. There are smoke detectors in the stairwell. Should a fire alarm be triggered by smoking, **the person responsible for the fire alarm is liable for costs incurred through emergency services.**
- (5) Should unexpected excessive soiling, defects, faults or the like occur, the organizer is obliged to inform Digital Society Institute GmbH without delay - if possible immediately during the seminar day.
- (6) If damage is caused during an event, the organizer must document this damage together with the identity of the person causing it.

### §3. Use of the facility

- (1) Digital Society Institute GmbH offers WLAN guest access for free use. However, there is no right to this. The use of this service is at the user's own risk. Organizers and users are jointly liable for misuse of the access and consequential damages to Digital Society Institute GmbH.
- (2) Use of dishes and other equipment of the tea kitchen is permitted. Food and beverages may not be taken freely, but will be provided accordingly based on the agreements made with Digital Society Institute GmbH. **Any supplies taken without prior agreement will be invoiced.**
- (3) There is a cloakroom in the entrance area. The cloakroom can be used to store clothes during events. **Digital Society Institute GmbH and the organizer are not liable for any items left in the cloakroom and their contents.**
- (4) During events the entrance door must be kept closed.
- (5) Disturbing use of mobile phones during events is prohibited. In urgent cases, please leave the room for phone calls.
- (6) Shoes must be cleaned thoroughly before entering the premises, especially when wet.
- (7) Corridors and escape routes must always be kept clear.
- (8) Instructions given by employees of Digital Society Institute GmbH as well as by organizers must be followed.
- (9) Offensive and insulting behavior is prohibited and may lead to exclusion from the event.
- (10) Excessive noise is prohibited. From 21:00 onwards, strict indoor noise levels must be observed. There is a hotel in the same building. Hotel guests need their night's rest.

- (11) Dangerous objects or objects and materials from which a danger could arise (weapons, flammable substances, explosive materials, etc. ...) are generally prohibited in the rooms.
- (12) Pets may only be brought into the premises in exceptional cases and only with the prior consent of Digital Society Institute GmbH. Excluded from this regulation are, of course, assistance dogs, guide dogs and the like.
- (13) Only authorized personnel are permitted to open cabinets and closets.

### §4. Image, video and sound recordings

- (1) The making of image, video and sound recordings of learning materials as well as during the events by participants requires prior written permission from Digital Society Institute GmbH and the organizer.
- (2) Digital Society Institute GmbH reserves the right to make recordings during events for documentation, training or advertising purposes. Participants agree that incidental recordings of themselves may be made and used accordingly. Should participants not agree to this, Digital Society Institute GmbH must be verifiably informed prior to the event.

### §5. Cleaning

- (1) The organizer shall hand over the premises after use in the same setup in which they had been taken over (table arrangement, etc.).
- (2) With regard to subsequent cleaning, Digital Society Institute GmbH offers a cleaning flat rate which covers the normal use of the premises.
- (3) If the organizer has not agreed to a cleaning flat rate, the organizer will take care of the proper cleaning of the premises including used adjoining rooms such as toilets, etc. Used dishes shall be deposited in the dishwasher, which shall be switched on after the event.
- (4) If a subsequent cleaning of the seminar rooms becomes necessary due to improper cleaning or excessive soiling during an event, Digital Society Institute GmbH will charge the organizer a subsequent cleaning lump sum of € 100,--

### §6. End of an event

- (1) After the event it must be ensured that the seminar room is left in proper condition.
- (2) Projectors and televisions are to be switched off and remote controls returned to their intended locations.
- (3) The coffee machine shall be switched off. The grounds container and the brew tray are to be emptied.
- (4) Used dishes shall be placed in the dishwasher and the dishwasher switched on.
- (5) Heating is to be turned back to 15 degrees
- (6) All windows must be closed
- (7) Lighting in all rooms shall be switched off.
- (8) Rubbish bins shall be emptied and rubbish bags disposed of in the rubbish room on the ground floor (to the right of the lift).
- (9) The entrance door shall be locked when leaving the premises (turn the door knob outside several times to the left until it stops).
- (10) The organizer is liable to Digital Society Institute GmbH for any damage caused by not following these instructions.

Digital Society Institute would like to thank you for visiting and using our premises. We look forward to welcoming you back soon.

In urgent cases you can reach us at +43 1 314 40-0