

## **iHUB Center Rules of the House**

1. To register for access to the iHUB premises, the Resident and/or all of his/her representatives on their first visit to the iHUB Center are obliged to:
  1. Provide the original and certified copies of the following documents in accordance with the legislation of Ukraine:
    - Passport
    - Tax Identification Number or equivalent (if any)
  - 2 Sign and return to the official representative of the iHUB Center the Delivery and Acceptance Act of the access card to the workplace.
2. Access to the premises is provided to the Resident and/or his/her representatives exclusively within the limits necessary to reach the work place(s), as well as the possibility of using the meeting rooms, bathrooms and the kitchen. Access to separate premises of other Residents is not provided.
3. In case of unlawful actions on the premises of the iHUB Center, as well as in other cases stipulated by law, the Administration of the Center has the right to transfer all necessary information about the Resident or his/her representatives, who were present in the Center at that time, to the internal affairs bodies, the Security Service of Ukraine, the Public Prosecutor's Office, etc.
4. Working hours: 24 hours a day, 7 days a week.  
Working hours of the Administration of the Center: Monday to Friday from 9:00 to 18:00.  
Issues of residents and their representatives are addressed during the working hours of the Administration of the Center and, whenever possible, at another time.
5. Granting an access card does not absolve the Resident of responsibility for preservation of his/her personal belongings. The Administration of the Center and the Seed Forum Ukraine Foundation shall bear no responsibility for preservation of personal belongings of the Resident and his/her representatives.
6. In case of damage and loss of the Foundation's property by the Resident or his/her representative, the Resident is obliged to fully compensate for the value of the damaged property.
7. The resident shall bear full responsibility (including material) for the persons invited by him/her or his/her representatives.
8. The Resident and his/her representatives may use the meeting rooms in accordance with the booking schedule of each separate room.  
  
Conference halls, event venues, areas for events and adjoining rooms may be used by the Resident or his/her representatives, only with the written approval of the Administration of the Foundation.  
  
If such areas are used without the written approval from the Administration, the Foundation may take all necessary measures to terminate such unauthorized activity.
9. The resident and his/her representatives are obliged to adhere to health and hygiene rules and standards as well as fire and ecological safety regulations. Maintain cleanliness in the Center, in particular: to throw garbage only to garbage cans, to keep the kitchen clean and to wash dishes, not to smoke in front of the entrance to the Center.

10. The Resident and his/her representatives are committed to maintaining friendly and welcoming atmosphere in the Center.
11. The resident and his/her representatives are obliged to turn off the light when leaving the premises, when they are the last ones to leave.
12. The Resident and his/her representatives are obliged not to leave the door to the Center and individual offices open.
13. The access card is issued personally to each resident and his/her representative. Each card holder bears full personal and material responsibility for their actions and the actions of persons invited by them, who are not residents of the Center.
14. If the Resident intends to organize his/her own event, the matter must necessarily be agreed with the Administration of the Foundation in advance.
15. Printing should not exceed 10 sheets per person per day.
16. iHUB VISA is a service for Residents and their representatives, which allows visiting iHUB Network Centers in other cities. The free stay period shall not exceed 3 days per month per person. The service is provided only by prior approval from the Administration of the Foundation (at least 3 business days in advance). The service is provided only in the case of availability of vacant seats.

In case of exceeding the 3-day period, the cost is charged daily, in accordance with the approved monthly rate plan of the Center, in which the person is located.

17. The Resident and his/her representatives undertake to immediately notify the Administration of all cases of violation of the law and all details that may pose a direct threat to the premises/property of the Center, or to persons on its premises and to make every effort to prevent the damage to the premises/property of the Center.