

# LOFFICE

Déri



Use Loffice areas according to their designated purpose. Please do not violate legal regulations or the House Rules and the rules of the [Terms of Service](#), as consequences are yours to bear.



Smoking in the office is prohibited. Please only smoke in the designated areas ie. on the street, 5 meters from the entrance.



The kitchen is a self-service area, and all kitchen equipment and utensils are shared – so please use them as if they were your owns. Our kitchen is equipped with a fridge, electric kettle, coffee brewer, dishwasher and cutlery, as well as coffee, milk and tea.



Please avoid eating at your workstation and use the community kitchen instead, so we can keep the working area clean.



Please keep the kitchen clean & hygienic! Put your used utensils in the dishwasher & remove your food from the fridge on the last day of each week.



Please do not turn off the heating and cooling system! If you are cold or hot, ask a Loffice colleague to help you adjust the temperature.



Quiet, please! Loffice is primarily a work environment. When listening to music or being on a call please use headphones and avoid other loud activities in the coworking space. For team meetings and consultations please book a meeting room!



Loffice is an open office, so keep your valuables safe! We are not responsible for lost or stolen items. You are always welcome to rent one of our storage lockers.



Loffice is a pet friendly workspace; your tamed & well-behaved pets are very welcome! If your pet is new to our space we keep the rights to discuss it with our coworkers and/or to deny entry due to allergic reasons.



When you need to conduct confidential phone calls and you are uncomfortable with being in public, our meeting rooms allow no eavesdropping. Please double check that you leave a clean & shiny meeting room after you used it.



Your guests are our guests, but the responsibility over them is yours.



Equipment available for you at Loffice: scanner, printer, photocopier, TV, projector and screen, audio system, flipchart, whiteboard, postbox, document holders, stationery.



To use the printer, we grant you access via our tenant manager software & help you set it up on your device. Printer usage is on a cost per page price. The software counts and bills your printing costs automatically on a monthly basis. Current prices can be found on our webpage or you can enquire at Team Loffice as well.



WiFi access is granted during your signup process on your first day, via our tenant management software.

Using the internet is ensured to all Loffice Coworkers. It's strictly forbidden to view and download illegal contents on or from the internet. This applies to music and video downloads, amongst other contents. Furthermore it's forbidden to use illegally downloaded software and hacking software as unauthorized connection to other coworkers' devices is also prohibited. Downloading web-contents can only take place at the user's own responsibility.



Leave your bike locked in the public bike storage in front of the building. If you don't have a lock, enquire at the front desk: we'll do our best to help.



Separate your waste! Please collect your waste in the designated containers in the kitchen. Organic waste can be collected at the neighbouring Tolnai Garden's composting facility. The nearest glass waste container is at the end of Déri street, opposite of the playground.



If you wish, we can receive your mails & packages, which you can redeem at the designated postal box (read more at our Seat Host service). We can only receive post during opening times, on weekdays between 9 am - 5 pm.



Re-renting or lending your workstation can only be offered with prior consultation with our team.

