

Annex No. X to the Lease Agreement for the Premises for Business Purposes

OPERATING RULES – AFI HOMEWORK

INTRODUCTION

The Operating Rules set out the regulations for the operation of the AFI Homework building located at Hindlova 7, Prague 9.

It includes a set of guidelines governing the organization of the building's operation, as well as maintaining order and safety within the building and its adjacent areas. These rules are binding for all individuals and legal entities present in the building.

OPERATING HOURS

1. Users have access to the premises on weekdays, Monday–Friday, from 8:00 AM to 8:00 PM.

USER OBLIGATIONS

1. Follow standards of decent behavior and refrain from any conduct that could disturb or disrupt other AFI Homework users, its staff, or third parties, or could be perceived as harassing or threatening. Respect that the AFI Homework spaces are intended for the benefit of all users, and one user's interests must not conflict with the interests of others.
2. Ensure cleanliness and order in the rented space of AFI Homework, in the kitchenette, toilets, shared areas, and the immediate vicinity of the rented premises.
3. Comply with the legal order of the Czech Republic. Avoid participating in activities that contradict moral standards or the terms of the space rental agreement, such as illegal file downloading, trademark misuse, pyramid schemes, spam distribution, identity theft, offensive behavior, or downloading inappropriate content. In unclear situations, the Landlord has the discretion to assess and evaluate such actions.
4. Pay rent in the amount and manner agreed upon in the contract.
5. Adhere to the schedule of meeting rooms and reserved workstations based on the booking system before holding any planned work meetings or events.
6. Inform the Provider of any matters that may negatively impact the contractual relationship between the User and the Provider.
7. Upon termination of the contract, return all equipment belonging to AFI Homework, including all access chips.
8. Avoid wasting energy.
9. Sort waste into designated containers. For hazardous and especially dangerous waste, the User must arrange for removal and disposal at their own expense, in accordance with relevant legal regulations.

USER RIGHTS

1. Use only the spaces (workstation/office/meeting room) specified in the space and services agreement, and only for the purposes stipulated by that agreement. The User may also use shared spaces such as meeting areas, break areas, the kitchenette, and social facilities, but only for as long as necessary so that they remain available to other users.

CLEANING AND MAINTENANCE

1. Cleaning is provided by an external cleaning service and is performed on weekdays in the early morning hours.
2. The User is obliged to report any identified defects electronically through the app or at the building's reception to the Provider without delay. Requests for minor repairs should be sent to the Provider in the same manner.

PROHIBITIONS THROUGHOUT THE BUILDING

1. Consumption of alcohol and use of drugs.
2. Smoking and the use of electronic cigarettes, IQOS, vaporizers, etc., and handling open flames.
3. Entry with animals (except assistance dogs).
4. Use of rollerblades, scooters, etc.
5. Use of equipment and facilities for purposes other than intended.
6. Use of chemicals or other potentially life-threatening substances.

GDPR

1. The AFI Homework space is monitored by a camera system with recordings stored for a maximum of 72 hours to protect life, health, and property, including prevention against vandalism. Signs indicating the use of cameras are posted in visible locations.
2. The Landlord undertakes to securely process personal data, including camera system footage, names, addresses, phone numbers, email addresses, and business information. These details are used solely for record-keeping, improving services, ensuring safety, and preventing vandalism.
3. The User agrees to the processing of personal data under these conditions and consents to the use of photographs and videos taken in AFI Homework for marketing purposes.
4. The User consents to the inclusion of information about their activities, logo, or photos on the AFI Homework website.

EMERGENCY SITUATIONS

1. In case of power outages or emergencies, the User must immediately notify the AFI Home staff or the Building Manager if present.
2. In the event of an urgent need (accidents, network outages, immediate maintenance, etc.), the User will allow access to the rented premises.
3. The User acknowledges that the supply of energy (electricity, gas, water, internet) is provided by third parties. The Landlord is not responsible for interruptions or issues caused by the respective suppliers.

FIRE SAFETY

1. Under Act No. 67/2001 Coll., and the full text of Act No. 133/1985 Coll., on fire protection, as amended, every User is obliged to act in a manner that does not cause a fire hazard or endanger lives, health, or property. In the event of a fire or emergency, every User is required to provide reasonable assistance unless it poses serious danger to themselves or others.
2. AFI Homework Users and Visitors are required to:
 - 2.1 Familiarize themselves with the Operating Rules and fire and emergency procedures and follow them (posted at the entrance). The User being visited is responsible for ensuring Visitors adhere to these rules.
 - 2.2 In the event of a fire, use all available means to extinguish it or prevent its spread. If the fire cannot be extinguished, immediately declare a fire alarm by shouting "FIRE," "EVACUATE," and notify the building's security.
 - 2.3 Know the location of fire protection equipment, be familiar with the instructions for use, and not damage or remove such equipment (including signs and labels).
 - 2.4 Follow the instructions of the Building Manager.
 - 2.5 Handle cleaning agents safely; storing flammable substances or liquids is prohibited.

2.6 Act in a manner that does not cause harm to themselves or others and avoid actions that could start a fire.

SAFETY AND HEALTH AT WORK

1. Users are required to remove potential injury risks immediately (e.g., broken glass, spilled liquids, grease on floors). Major defects must be reported to the Building Manager.
2. All individuals in AFI Homework must maintain order.
3. Any violations of the Operating Rules must be reported to the Provider immediately.
4. The Provider is not responsible for lost or stolen items.
5. Users and Visitors are jointly and severally liable for any damage or loss caused by their actions or negligence. Compensation for damages caused by Visitors will be pursued under applicable legal regulations.
6. Users must report accidents or property damage to the Provider immediately, who will record it in the Accident Book.
7. A first aid kit for treating minor injuries is located in a designated area within AFI Homework.
8. Users must comply with the Provider's occupational health and safety regulations.
9. The Provider is responsible for performing statutory inspections and providing electronic copies of reports to tenants upon request.
10. Users are responsible for ensuring the safety of their equipment, conducting inspections, and providing electronic copies of inspection documents to the Provider upon request.

FINAL PROVISIONS

These operating rules take effect on the date of issuance.

DEFINITIONS

Provider – TC Management s.r.o.

User – Person renting a workspace, office, or meeting room under a rental agreement.

Building Manager – Responsible employees of the Provider: Adam Lipovsky – 607 057 509

Reservation System Manager – Tereza Zíková – 720 838 566

IMPORTANT PHONE NUMBERS

Fire Department: 150

Emergency Medical Services: 155

Police: 158

Emergency Line: 112

Electricity: 800 850 860

Gas: 1239

Water: 377 413 444

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