



## CONDITIONS FOR HIRING OUT GROUP WORKING SPACES

**Used for the purposes of learning and research. You must make a reservation first and then apply to hire out the space**



Minimum number of people - 2



Respect the maximum number of users for each space

### RESERVATION

1. You may hire a maximum of 2 different spaces.
2. You can check and/or cancel your reservations in [My account](#).
3. If you do not arrive in order to use the space that you have reserved within 15 minutes of the start of your reservation, the CRAI staff may cancel your reservation and make the space available to other users.

### HIRING

1. The person who has made the reservation must be present during the period for which they have reserved it.
2. The maximum period that you can reserve a space is 3 hours.
3. The person who makes the reservation is responsible for the group, the key and the correct use of the space and its equipment.
4. If the space has not been reserved by someone else, when the period of your reservation finishes, you can request to hire the space again at the loans desk.
5. If this person has to leave while the space is still in use, a new person must be appointed at the loans desk.
6. The CRAI staff and the security staff are authorised to enter the space that you have hired if they consider it to be necessary.
7. Users must take care of their personal belongings because the CRAI will not accept any responsibility for any loss or damage to them. The staff at the Customer Service Point will handle any left or lost objects.
8. For your safety, never lock yourselves in the space. If you go for a break, lock the door to the space.
9. You must leave the space and return the keys when your reservation expires and before the service closes.

**MANY THANKS FOR YOU COOPERATION**