



Rules of use Vasakronan Arena

Member contracts are signed between Vasakronan Arena and companies or organisations. Each member contract has one or several contract representatives that administrate the member contract and, through subscriptions, grant authorities to individuals who are permitted to use Arena, called “users” below. The user has access to Arena and the mobile application @work. You agree to the following rules of use when you take advantage of an Arena subscription as a user.

Visitor passes

The contract representative and user can give other individuals access to Arena for one day by booking a visitor pass. Visitor passes can only be purchased for the Arena a member is subscribed to. Members can purchase a maximum of ten visitor passes per day. An individual with a visitor pass (“Visitor pass user”) has access to Arena as space permits. Prices for visitor passes are available in the Customer Portal (Kundportalen) and in the @work app.

Guests

Users can invite one or several guests for a meeting (“Meeting guests”) through the @work app. The user can book a room before the meeting for an extra cost. They may also have meetings in the open floor spaces in Arena, as long as it doesn’t interrupt anyone and the space is available. As a rule, the open floor spaces can’t be booked and can therefore be used for unscheduled meetings at no extra cost.

If a user is going to arrange a meeting and wants to book the open floor spaces, at an extra cost, they should contact reception ahead of time. All meeting guests need to be registered in Vasakronan's app by a user, or register at reception. Users are responsible for their meeting guests and are expected to be present for the entirety of their visit. Users are also responsible for making sure meeting guests leave Arena after the meeting. Unregistered individuals are not permitted on Arena premises. Meeting guests without visitor passes are also not allowed to use Arena as a workplace after the end of the meeting.

If an Arena is full at any point, Vasakronan has the right to deny Arena access to users, visitor pass users and meeting guests. If a visitor pass user is denied entrance to an Arena, the visitor pass purchase is annulled and a refund will be made. The maximum number of meeting guests per meeting is limited to the capacity of the meeting room booked, or the capacity of the available open floor space at the time of the meeting.

A user is not permitted to sell their visitor pass or in any other way allow someone who is not a user or visitor pass user to use Arena for co-working.

Monthly purchase limits

Members are responsible for ensuring that their contract representative and users do not incur extra charges on the monthly invoice that exceed the maximum amount given ("purchase limit") in the Customer Portal (Kundportalen).

Personal belongings

When a user leaves Arena, they need to pick up after themselves and ensure they haven't left any personal belongings. Once a day, Vasakronan has the right to open the lockers that are reserved for temporary storage of personal belongings and collect any remaining items, at a time given in the rules stipulated for the Arena in question. Vasakronan keeps lost items for three (3) months, after which point they are disposed of. Vasakronan is not responsible for the loss of these personal belongings, even within the period of three (3) months.

Vasakronan is not responsible for the theft or loss of personal belongings users bring to Arena. This applies whether or not the belongings were locked up.

Responsibility

Members are responsible for all damage that, regardless of whether or not it was negligent, was caused by the member or someone the member is responsible for. Members are aware that Arena is equipped with evacuation alarms. If a member's user sets off the alarm when there is no fire hazard, the member is obligated to reimburse Vasakronan for the costs incurred.

Users are not permitted to make any changes to Arena and are to exercise the customary amount of care.

Vasakronan has the right to immediately revoke access for a user for failure follow the membership contract, the general terms, the rules of use, the rules for a comfortable environment or other misconduct.



Arena Offices

Only individuals who have access to Vasakronan's app and subscription for Arena can be given a digital key to the Arena office.

Furnishings

Vasakronan has equipped Arena offices with furniture, equipment and other furnishings, which were chosen with Arena's design in mind, not based on tenants' operations or particular needs. Furniture, equipment and other furnishings are owned by Vasakronan and the tenant is responsible for taking care of them and the rest of the office. Tenants are not permitted to store large amounts of office supplies or other bulky items in the Arena office and are responsible for maintaining the Arena office's appearance.

With consideration given to fire protection and the indoor climate, the Arena is designed for the maximum number of individuals given under the "Arena office" headline in the introductory portion of the lease.

Tenants are not permitted to carry out any alteration, renovation, furnishing or installation work in the Arena office. Exchanges, additions, removals or other changes in furniture, equipment or other furnishings as well as electricity or other wiring projects are to be carried out in consultation with Vasakronan and require Vasakronan's written approval.

Network

The Arena office has one or several fixed LAN sockets and a Wi-Fi network with an accompanying password that only tenants have access to. Tenants are not permitted to alter the existing LAN sockets, install new ones, or install a Wi-Fi network without written approval from Vasakronan. Tenants are responsible for managing the Wi-Fi password.

Cleaning and maintenance

Vasakronan offers customary office cleaning in Arena offices at a frequency that Vasakronan considers appropriate for maintaining a clean and pleasant impression. Tenants need to immediately inform Vasakronan if damage or flaws arise in the Arena office.

Waste management

Tenants agree to follow Vasakronan's waste management instructions. Tenants will sort their waste into the categories given in the waste facilities or other designated area. Tenants are responsible for their portion of the removal costs for packaging used for large deliveries of goods for their use, such as during move-in or move-outs, as well as the removal of other waste that isn't covered by the provided categories.

Signs

Tenants are not permitted to set up signs or other advertising or informational material outside the Arena office or on the glass walls facing Arena without written approval from Vasakronan.

Responsibility

Tenants are aware that the Arena office is equipped with evacuation alarms. If the alarm is set off by a tenant, or a tenant's operations, when there is no fire hazard, the tenant is obligated to reimburse Vasakronan for the costs incurred.

Tenants need to take their surroundings into consideration and ensure that operations in the Arena office do not disturb others. Tenants are not permitted to place any material or similar outside the Arena office, in any other location within Arena or in the property's other areas.

Tenants are to exercise due care when using the Arena office and are responsible, regardless of whether or not it was negligent, for damage that arises in the Arena office, including Vasakronan's property in the Arena office, so long as Vasakronan has not caused the damage. Tenants are also responsible for all of the damage caused through negligence, such as to property that belongs to another tenant, Vasakronan, member or another individual at Arena.

Move out

By the end of the lease, tenants must have removed all of their property and returned the Arena office to acceptable condition. This means that tenants need to have emptied, tidied up and returned the Arena office and repaired any damage above and beyond normal wear and tear.