

Messanges coworking space

Rules of procedure

ARTICLE 1 – SUBJECT-MATTER AND SCOPE

These internal regulations define the rules of operation, safety and collective life applicable within the coworking space.

It applies to all users : coworkers, visitors, service providers and staff members of the Tourist Office, manager of the area, the Messanges Town Hall and the « Syndicat de Gestion des Baignades des Landes ».

The rules of this regulation have been established to ensure occupants a good use of the premises and to preserve cohabitation with other users. The occupant states that he is aware that the coworking space can only be occupied in a precarious manner. The operation and management are provided by the Intercommunal Tourist Office « Landes Atlantique Sud » on behalf of the town of Messanges.

ARTICLE 2 : ACCESS, OCCUPANCY AND USE OF SPACES

- Bookings less than one week are linked to the opening hours of the Tourist Office
- Opening hours—The space is accessible from Monday to Sunday, 8 a.m. to 8 p.m., unless otherwise specified.
- Secure Access—Provided badges, codes or keys are personal and must not be passed on to third parties.
- Authorized zones—Users must respect the reserved zones (OTI and SMGBL offices).
- Guests—All external visits must be reported and remain the responsibility of the receiving coworker.

ARTICLE 3 : CHARACTERISTICS OF WORKSTATIONS AND MEETING ROOMS

- The workstations are not fixed and coworkers must release them at the end of the day and leave the space clean.

- 1 meeting room within the Tourist Office (maximum 8 persons) — Mandatory reservation and only during OTI opening hours. Any delay or cancellation must be reported. The space must be left clean and tidy.
- The occupant will be able to make use of common areas : shared kitchen and toilets.

ARTICLE 4 : USE OF THE INTERNET AND EQUIPMENT

- Network usage—Internet access must comply with current laws (including illegal downloading)
- Shared equipment—kitchen and other equipment must be used with care.
- Outages—Any anomaly must be reported to the management team immediately.

ARTICLE 5 : Collective life and behaviour

- Respect and courtesy—Interactions must remain professional and considerate.
- Privacy—Sensitive conversations must be held in designated spaces. No unauthorized recording.
- Telephone and videoconferences—To be preferred in dedicated areas to preserve the calm of the open space, an acoustic booth is also available for coworkers to share.
- Noise—The use of headphones is mandatory for all audio content.

ARTICLE 6 : SECURITY AND CONFIDENTIALITY

- Fire safety—Emergency exits must remain clear. The instructions displayed must be followed.
- Personal items—Each user is responsible for his belongings. The space disclaims all liability in case of loss or theft.
- Sensitive data—Confidential documents must not be left visible in common areas.

ARTICLE 7 : CLEANLINESS AND MAINTENANCE

- Regular cleaning – the manager ensures regular cleaning of the place in connection with the Messanges Town Hall
- Common areas—Each user must leave the premises clean after use (kitchen, meeting room, restrooms).
- Waste—Sorting is mandatory according to the instructions displayed.
- Food—The microwave oven can be used to reheat, but the meal must be taken outdoors. Coffee and snacks are allowed within the limits of compliance with all co-workers.

If the occupant notices a malfunction or a need for maintenance, he will inform the manager as soon as possible, who will contact the Messanges Town Hall.

ARTICLE 8 : PROHIBITIONS

- Smoking or vaping in the premises.
- Introducing illegal or dangerous substances.
- Sleeping in workspaces.
- Using the space for activities contrary to law or public order.
- Cooking in the coworking
- Displaying on the walls and touching the displayed objects

ARTICLE 9 : SANCTIONS AND EXCLUSION

In case of non-compliance with the rules:

- Verbal or written warning.
- Temporary suspension of access.
- Permanent exclusion in the event of serious or repeated breaches.

In case of degradation, the municipality reserves the right to request compensation or initiate proceedings against the users who caused the damage.

ARTICLE 10 : RATES, BILLING AND TERMS OF USE

- Annex : price list
- Payment—Subscriptions and services must be paid according to the terms set out in the general terms of sale.
- Late payments—May result in temporary suspension of access.
- Cancellation—Termination terms are defined in the booking contract.

ARTICLE 11 : COMPLIANCE WITH THE REGULATION AND AMENDMENT

Users of the space must, after reading them, comply with these regulations. A copy is given to each occupant before he enters the premises.

Failure to comply with the stated rules will result in automatic termination of the temporary occupation.

The space manager, in agreement with the Messanges town hall, reserves the right to modify these rules. Any updates will be communicated to users.

Prices annex - including tax

Messanges coworking space

1h 6 €

Half-day 12 €

Day 20 €

Week 100 €

Month 220 €

Printing or copying cowork (no discount for residents) :

- Color (A4 format and 90g paper) : 0,20 €

- B&W (A4 format and 90g paper) : 0.10 €

Additional meeting room reservation 28 € per day

Discounted rates

- 20% reduction for people domiciled in Messanges (company headquarters or permanent residence)

- 10% reduction for people domiciled in other MACS municipalities (company headquarters or permanent residence)

Included in the rate

- Internet access: R45 connection and Wifi
- Toilets
- Kitchenette with amenities (coffee, tea, sugar) – microwave
- Meeting room (upon reservation and subject to availability during the opening hours of the Tourist Office – maximum 1 reservation per week)
- Phone box (currently being installed)
- Printer in the nearby tourist office (access according to opening of the structure)
- 50 color or B&W copies included in the weekly rate and the monthly rate - from the 51st copy onwards, application of the above rate