

AI Factory Austria AI:AT – House Rules

May 2026

These House Rules govern the use of AI Factory Austria's working spaces and form an integral part of the Coworking Agreement. By using the premises, all participants agree to comply with these provisions.

1. Access & Key Management

- Access is granted exclusively through personalised access chips, via Mobile Licenses or with help of the Reception staff.
- Your license or chip will be valid for the duration of your contract and will be extended if your contract is renewed. The chips are the property of AI:AT Factory and must be returned upon termination of the contract.
- Sharing chips or codes with third parties is prohibited. It is strictly prohibited to block or hold the doors open.
- Lost access chips or badges must be reported to the Reception Staff.
- Access is permitted only for registered team members of the respective startup/participant.

2. Badge & Identification Requirement

- Personal badges must be worn visibly at all times within the premises.
- Visitors may enter the premises only after prior registration at the reception and must be accompanied by the coworking participant. Visitors receive a visitor badge, which they must wear visibly at all times during their stay and return to reception before leaving.

3. Operating Hours

- For coworkers, the opening hours are as follows: Monday to Friday, 7:00 a.m. to 11:00 p.m. The reception on the 7th floor is staffed Monday to Thursday from 8:30 a.m. to 5:00 p.m., and Friday from 8:30 a.m. to 4:00 p.m.
- Outside regular operating hours, as well as on weekends and public holidays, use of the premises is permitted only if its announced prior and authorized by the office management staff (reception@ai-at.eu). Access outside regular hours is at the user's own responsibility and without on-site support.
- Security systems (e.g. alarm systems, access control or surveillance systems) must not be deactivated, bypassed, or tampered with at any time.

4. Permitted Use

- Spaces may only be used for activities related to the registered startup/company.
- Private use or events without approval from the AI:AT Team are not allowed.
- Subletting or sharing desks/rooms with third parties who are not part of the startup is prohibited.
- Every team member must be registered. For security reasons, we need to know who is regularly present in the building
- Children may be brought into the office; however, parents are fully responsible for their supervision and must ensure that other colleagues are not disturbed. Children also need to be registered at the reception for safety reasons.

5. Order, Safety & Conduct

- Workstations must be left clean and tidy (“Clean Desk Policy”).
- No additional locks or bolts of any kind shall be placed upon any of the doors or windows by you nor shall any changes be made to existing locks or the mechanisms thereof.
- Emergency exits, escape routes, and technical installations must not be blocked or misused.
- Fire safety regulations and safety instructions must be followed.
- Bringing animals onto the premises is permitted only with prior coordination and explicit approval from AI:AT.
 - The animal owner assumes full responsibility and liability for the animal and must ensure that it does not cause any disturbance or inconvenience to other users (e.g. noise, hygiene issues, allergies).
 - In the event of complaints or issues, AI:AT reserves the right to revoke the permission at any time; in such cases, the animal must no longer be brought onto the premises.
 - The owner is responsible for keeping the office clean and ensuring that no dog fur, water bowls, etc. are left behind.

6. Fire Safety & Emergencies

- Emergency exits, escape routes, and fire extinguishers must remain unobstructed.
- Open flames, candles and private heating or cooking devices are prohibited.
- Smoking, vaping and similar activities are only permitted on the balconies, and ashes must be disposed of in the ashtrays provided on the balconies. Smoking inside the office, meeting rooms, hallways, and staircases is strictly prohibited.
- It is not permitted to install larger electrical devices such as printers, kitchen appliances, etc. independently, as these must be regularly maintained to avoid posing a fire hazard. Tampering with outlets, cables, or power strips is prohibited.
- In case of fire or smoke, immediately contact the fire brigade (122) and notify the reception in person or via phone (+43 6643009306).

- Participation in drills or safety briefings (if conducted) is mandatory.

7. Internet & IT Use

The following are strictly prohibited:

- Using the internet for criminal or unlawful activities
- Hacking, web crawling, or automated scraping without approval
- Spreading malware or copyrighted material
- Operating personal servers, network devices, or IoT devices without prior approval

8. Data Protection & Confidentiality

- Confidential information belonging to other coworkers, startups, or partner organisations must be strictly protected.
- Documents and personal data must not be left visible or stored unsecured.

9. Guests & Events

- Guests must be registered in advance at the reception and accompanied at all times.
- Public or internal events require prior coordination with AI:AT (room booking, liability, insurance).

10. Damages & Liability

- Damages to furniture, equipment, or infrastructure must be reported immediately.
- The person responsible is liable for damages caused intentionally or through gross negligence.

11. Responsibility & Sustainability

- Waste separation is expected (please dispose of waste correctly)
- Use resources consciously (energy, materials, water)
- Switch off lights and electronic devices when not in use
- During summer: ventilate in the morning, then keep windows closed, as the internal cooling system depends on it

12. Work Environment & Hub Spirit

- Be mindful of noise levels; use designated areas for phone calls where available
- Share knowledge and support each other
- Follow important updates via defined communication channels
- Treat everyone with respect and appreciation
- Zero tolerance for racism, homophobia, discrimination, or any form of disrespectful behaviour

- Appropriate office attire is required on the premises .

13. Amendments to the House Rules

- AI:AT reserves the right to amend these House Rules when necessary.
- The current version will be communicated to all participants and is binding.
- Continued use of the premises constitutes acceptance of the updated version.

Acknowledgement

By signing the Co-Working Agreement or entering the premises, I acknowledge and agree to the House Rules.