



# Ore Valley Workspace

## Commercial Services, Facilities and Rentals

### Terms and Conditions

#### 1. Introduction

These Terms and Conditions ("Agreement") govern the rental and use of hot desk office space and other services provided by Ore Valley Community Initiatives Ltd. ("Provider") to the user ("Member") at the Ore Valley Business Centre, 93 Main Street, Lochgelly, Fife, KY5 0BW. By using the hot desk service, the Member agrees to comply with all terms outlined below

#### 2. Definitions

- **Provider:** The company or entity offering the hot desk office space.
- **Member:** The individual or business renting the hot desk space.
- **Hot Desk:** A non-dedicated desk in a shared office environment, available on a flexible basis.
- **Premises:** The physical location of the hot desk office space.

#### 3. Term of Agreement

- The Agreement commences on the date specified and continues for the agreed term (e.g., monthly, rolling contract).
- Either party may terminate the Agreement with [Notice Period] written notice as specified in the contract.

#### 4. Rent and Payment

- The Member shall pay rent or other fee of [Amount] per [Payment Frequency], due on the [Due Date] of each month.
- All payments are to be made via [Accepted Payment Methods].
- Late payments may incur interest and/or late fees as specified by the Provider.



## **5. Use of Premises**

- The Member may use the hot desk space or other services solely for lawful business activities as specified in the Agreement.
- The Member must not use the space for any illegal, offensive, or disruptive activities.
- The Member may not use the Provider's address as their business address unless specifically authorized in writing such as following the agreement on the provision of a virtual office service or similar.

## **6. Access and Facilities**

- Access to the hot desk space is permitted only during business opening hours (e.g., 9am–5pm, Monday to Friday, excluding public holidays) or other hours as agreed.
- The Provider will supply a workstation (desk and chair) and access to shared amenities such as internet, kitchen, and meeting rooms, subject to availability and booking policies.
- The Member must not allow unauthorized individuals to use their access card or the facilities. Any action such as this will result in immediate termination of the agreement.

## **7. Member Responsibilities**

- The Member must keep the workspace tidy and leave it clean after use.
- The Member is responsible for any damage caused by themselves or their guests.
- The Member must not install any furniture, equipment, or cabling without the Provider's written consent.
- All personal property is the responsibility of the Member; the Provider is not liable for loss or damage.

## **8. Provider's Rights and Responsibilities**

- The Provider may modify or suspend services for maintenance, emergencies, or events, with reasonable notice where possible.
- The Provider is not liable for loss of business, profits, or data arising from service interruptions, except in cases of gross negligence.
- The Provider retains legal possession and control of the premises at all times.



## **9. Health, Safety, and Conduct**

- The Member must comply with all health and safety regulations and any additional rules imposed by the Provider.
- Smoking, vaping and use of illegal substances are strictly prohibited on the premises.
- The Member must not cause nuisance, annoyance, or disturbance to other users.

## **10. Insurance and Indemnity**

- The Member is responsible for insuring their own property and liability.
- The Member agrees to indemnify and hold harmless the Provider from any claims, damages, or liabilities arising from the Member's use of the premises.

## **11. Termination**

- The Provider may terminate the Agreement immediately if the Member breaches any terms, becomes insolvent, or conducts themselves in a manner incompatible with ordinary office use.
- Upon termination, the Member must vacate the premises, remove all personal property, and return any access fobs, keys etc..

## **12. Confidentiality**

- The terms of this Agreement are confidential and may not be disclosed without the other party's consent, except as required by law.

## **13. Governing Law**

- This Agreement is governed by Scottish Law, and disputes shall be settled in the courts of Scotland.



**Member -**

**Name –** \_\_\_\_\_

**Date -** \_\_\_\_\_

**Provider -**

**Name -** \_\_\_\_\_

**Date -** \_\_\_\_\_