



Albufeira Digital = Nomads

**Rules for Using the Coworking Space – Blue
Room (ALBUFEIRA DIGITAL NOMADS)**

Article 1

Scope

These rules set out the terms of use for the Blue Room — the coworking space run by Albufeira Digital Nomads, located in the INATEL Building in Albufeira.

Article 2

Objectives

The main objective of the “Coworking Space” is to support Digital Nomads (professionals who travel whilst working and require temporary workspaces) by providing a shared, modern and functional working environment. This space aims to promote productivity, collaboration and the exchange of knowledge amongst users from different fields, encouraging the creation of synergies and the development of innovative projects.

Article 3

Users

1. These rules apply to all individuals and legal entities who use or intend to use the Blue Room — the co-working space run by Albufeira Digital Nomads — for professional, creative, technological or digital entrepreneurship activities.
2. The use of the space is intended, in particular, for those who wish to carry out their professional activities there on a temporary basis, specifically in the context of remote working or as a digital nomad.

Article 4

Terms of use

1. Access to the space is free of charge and subject to availability; use cannot be guaranteed if the space is fully occupied.
2. Opening hours are Monday to Friday, from 09.30 a.m. to 1 p.m. and from 2 p.m. to 5.30 p.m., on all working days. Access to the various areas, the services available and other shared facilities is restricted exclusively to these hours and subject to the conditions set out in this document.
3. The user undertakes to use the entire space – and, more specifically, the area allocated to such user – with due care to ensure that the premises are maintained in the condition in which they were handed over.

4. Whilst using the premises, all users must treat one another with courtesy, actively helping to foster a good working environment for everyone.
5. Users undertake to maintain confidentiality regarding any professional information they obtain about other users.

Article 5

Facilities

The space provides the following areas:

- a) Reception;
- b) Collaborative workspaces, organised into individual workstations;
- c) Toilets;
- d) Common circulation areas;
- e) Kitchenette.

The space offers the following services:

- a) A private desk with a chair;
- b) Use of the common areas and rooms;
- c) Cleaning and security of the common areas;
- d) Unlimited internet access;
- e) Electricity, water and air conditioning;
- f) Access to a microwave and fridge;
- g) Other services may be made available, such as printing, scanning and photocopying, subject to payment of the applicable fee in accordance with the rates set out in the General Regulations on Municipal Fees and Prices of the Municipality of Albufeira, currently in force.

Article 6

Use of spaces and equipment

1. All equipment and common areas must be kept clean and in good condition.
2. Users are responsible for the proper maintenance of the furniture made available to them, and are also responsible for its repair or replacement in the event of damage caused by themselves or by third parties for whom they are responsible.
3. Coworkers must ensure that their activities do not cause any inconvenience to other users of the space or to third parties; activities that may disrupt the normal functioning of the space (e.g. noisy activities) are not permitted.
4. Meals may only be consumed in the designated kitchen area.
5. Smoking and the consumption of alcoholic beverages are not allowed inside the space.
6. All coworkers are encouraged to use electricity, water and the available office equipment efficiently.

Article 7

Final terms

1. The Municipality accepts no liability for the supervision of property and equipment owned by the user.
2. Users accept that they are solely responsible for the supervision and maintenance of their property and equipment, and shall have no claim of any kind, in particular in the event of their disappearance or damage.
3. The Municipality shall not be held liable, either civilly or criminally, under any circumstances, for any failure to comply with tax, labour, social, commercial and financial obligations, which are the responsibility of the users towards the State, suppliers, employees and any third parties.
4. The activities carried out by users must be permitted by law and conducted in accordance with legal standards, under their sole responsibility.
5. The Municipality shall not be liable for any activities carried out by users, nor for any personal accidents that may occur whilst they are on the premises; its sole responsibility is to ensure that the conditions set out in this document are maintained for the purpose of the activity for which the use of the premises was accepted and agreed.
6. Failure to comply with any provision of this document shall constitute grounds for the user to be barred from using the premises.

Article 8

Doubts

Any doubts arising from the application of this document, as well as any cases not covered herein, shall be resolved by decision of the Mayor or the Councillor to whom powers have been delegated.

Article 9

Protection and processing of personal data

1. Users' personal data collected for the purposes of using the space shall be processed in accordance with the General Data Protection Regulation (EU) 2016/679 from the 27th of April 2016 (RGPD).
2. Confidentiality and privacy are guaranteed in the processing of personal data, and the right of access, rectification and erasure of data is guaranteed in accordance with the RGPD.

Article 10

Contact details

For any enquiries or further information, please contact:

- AGE – Gabinete de Empreendedorismo de Albufeira
- Telephone: 289 598 805 / 289 599 579 / 960 217 429
- Email: age@cm-albufeira.pt