

House rules



These House Rules are in place to ensure the safety, comfort and respect of all users of Subterra. By entering the premises, you agree to abide by the following terms:

ACCESS TO SUBTERRA

1.0 Main Entrance

- 1.1 The main entrance door closes automatically and must never be left open unattended.
- 1.2 Blocking the door and leaving it unattended, even during loading and unloading, is prohibited.
- 1.3 Keep emergency exits and hallways clear of goods for fire safety.

GUESTS

2.0 Rules for Guests

- 2.1 Tenants are allowed to host a maximum of four guests per studio at a time.
- 2.2 Guests must be picked up by the tenant at the front door. The tenant is responsible for their behavior, including any damages or theft.
- 2.3 For gatherings exceeding the guest limit, please request permission at least 48 hours in advance via studios@subterra.space. Permission will only be granted upon confirmation.
- 2.4 Guests under the age of 18 must be under adult supervision.

COMMON AREA ('DE KERN')

3.0 General Use

3.1 De Kern is a shared space and meeting point. Use the space respectfully with consideration for others. Subterra hosts events here, such as radio broadcasts, listening sessions or community meetups. If the doors are closed, the space is not accessible. When open, you're welcome to enter

3.2 Organizing gatherings in De Kern is only allowed with prior approval from Subterra. Requests must be submitted at least 48 hours in advance via studios@subterra.space. Permission will only be granted after confirmation.

4.0 Rules and Facilities

- 4.1 Equipment in De Kern may only be used with permission from Subterra.
- 4.2 It is prohibited to enter the Subterra Radio booth without permission.
- 4.3 Clean up after yourself and leave the space tidy for others.
- 4.4 Smoking and vaping are prohibited in all areas, including De Kern.
- 4.5 The vending machine offers water, sodas and beer. Misuse may result in revoked access.

PANTRY AND TOILETS

5.0 Use and Rules

- 5.1 The pantry and toilets must always be kept clean and tidy after use.
- 5.2 Bringing extra equipment such as an electric stove or sandwich maker is prohibited.
- 5.3 The pantry is not suitable for cooking. You may only prepare sandwiches or reheat meals.
- 5.4 The fridge is for short-term use only. Unlabeled or expired items will be thrown away.

OTHER RULES

6.0 Studio Spaces

- 6.1 Chaining extension cords (plugging one into another) is not allowed due to fire risk.
- 6.2 Equipment must be turned off when leaving.
- 6.3 Keep your studio door closed while working to minimize noise disruption.
- 6.4 Smoking is prohibited in all areas, including the studios.
- 6.5 Triggering the fire alarm due to negligence (e.g., smoking) will result in a fine of €175 and possible costs for emergency services.

7.0 Elevator

7.1 The elevator is for goods only and is used at your own risk. The maximum safe working load is 350 kg for the lift to level -1 and 250 kg for the lift to level -2.

8.0 Hallways

8.1 Hallways must remain clear at all times to ensure safe passage and comply with fire safety regulations. Do not leave equipment, bags, or other items in the hallway.

9.0 Outside the Building

- 9.1 Avoid creating disturbances by not hanging out in groups in front of the building.
- 9.2 Do not leave trash or cigarette butts behind.
- 9.3 Do not place bicycles in front of the building.

10.0 Trash

10.1 Trash must be disposed of in the containers at Schedeldoekshaven.

DISRUPTIVE BEHAVIOR & MISCONDUCT

11.0 Theft

11.1 In case of theft, your access to Subterra will be immediately revoked, and a police report will be filed.

12.0 Drugs

12.1 The use, trade, production, or cultivation of drugs is prohibited.

13.0 Inappropriate Behavior

13.1 Aggression, intimidation, discrimination, racism, sexual harassment, bullying, homophobia, transphobia, misogyny and any other disruptive behavior will not be tolerated. Appropriate measures will be taken. You can report incidents or concerns via studios@subterra.space.

14.0 Inclusivity

14.1 Subterra strives to create an inclusive, creative and respectful environment where everyone feels welcome, safe and free to be themselves.

FINAL PROVISIONS

15.0 Final Provisions

- 15.1 Subterra reserves the right to amend the rules at any time.
- 15.2 CCTV footage may be used in case of incidents.