

**PROTOCOL FOR ACCESS TO THE LOCKER ROOM
WORLD TRADE CENTER BARCELONA COMPLEX**

Objective

The purpose of these regulations is to define the use of the scooter and folding bicycle lockers located in the first room on the ground floor of the North Building for World Trade Center Barcelona tenants.

Access to the space

Access to the space is through the door at the north entrance of the World Trade Center Barcelona. Access is granted via mobile phone.

Entry and exit must be on foot (with the bicycle/scooter on one side). Under no circumstances may the bicycle be pedalled or ridden inside the facility.

Access schedule

The stipulated opening hours of the parking area are 6 am to midnight, 365 days a year.

The schedule for the use of the parking area may be subject to variations due to works or other incidents, and the tenants will be notified in advance as long as the circumstances so permit.

Access to the service

Any tenant wishing to use the parking area must fill in the form on the XXXX website (to be filled in only once) so that the management can activate their permissions.

Cost of the service

Parking is **free of charge**.

Rules of use

- **Scooters and folding bicycles may not be brought into the reception area. The use of this room is compulsory.**
- The lockers can only be used for scooters and folding bicycles, skateboards, skates or other wheeled vehicles, and no other type of vehicle may be stored, unless the management team accepts a variant on an exceptional basis, subject to prior notification and request by the user to PAC (pac@wtcbarcelona.es).
- The spaces may not be used for any purpose other than that specified in the protocol.
- The user is obliged to deposit the vehicle correctly so that the locker can be properly closed.
- The user undertakes to leave the space in perfect working order after each use.
- Each user must bring their own padlock and ensure that it is properly locked.

Every day, at midnight, all objects left in the locker area will be removed and deposited in a lost property area, where they will not be under the responsibility of the management. There will be a period of custody for claims of one month, after which they will be disposed of.

To retrieve a removed or abandoned object, users must contact the Control Centre.

Rules in case of incidents or abandonment

- The WTCB is not liable for damage to or the loss of any item deposited within the parking area.
- Should a user lose the key to their padlock, the security staff will proceed to open it once the user has described the personal belongings contained in the locker; they will then identify themselves by showing their ID card.
- In the event of any incident caused and/or suffered, one must contact the Customer Service Point (pac@wtcbarcelona.es) within twenty-four hours (24 h) from the time it occurred, filling out the incident report attached as ANNEX I.

Rules of conduct

- It is not permitted to wear headphones that impair the user's attention.
- No stunts and/or acrobatic manoeuvres are allowed inside the complex.
- Eating is not allowed in the facilities.
- It is not permitted to carry passengers and/or loads that may affect the balance of the vehicle.
- It is forbidden to ride the vehicle inside the building.
- It is not permitted to leave the vehicle outside the established places, such as access points, walls, etc.
- Smoking is prohibited inside the space.

Failure to comply with any of these conditions of use, as well as any other provision contained in this document, will entitle the property owner to cancel the service **immediately**, and the user will be prohibited from using it further.

ANNEX I

INCIDENT REPORT FORM (MODEL)

(a copy should be sent to Security at the time of the incident)

<ul style="list-style-type: none">• User code:• Date of the incident:• Time of the incident:• Location:
<ul style="list-style-type: none">• Personal damage:
<ul style="list-style-type: none">• Material damage:
<ul style="list-style-type: none">• CIRCUMSTANCES (description):
<ul style="list-style-type: none">• REMARKS
<ul style="list-style-type: none">• PHOTOGRAPHS

Signature vehicle A