



## **Terms of use for lockers of the co-working space in the "Complex of Commerce and Trade Co-operation Platform for China and Portuguese-speaking Countries"**

### **Locker registration and allocation:**

1. One may register at the reception to borrow for borrowing a locker.
2. Each organisation is allowed to borrow one locker with lock and key.
3. Before leaving the co-working space every day, users must empty their lockers and return the keys.

### **User instruction of locker**

1. Due to limited availability, lockers are offered on a first-come-first-served basis. The right of use of locker is not transferrable. Users must keep their locker keys safely or they will be responsible for the expense of replacing locks and keys.
2. Lockers are IPIM's property. Users are not allowed to make any modification or cause any damage to the lockers. Users must not sabotage alter the lockers' appearance (by means such as stickers or graffiti).
3. Users will be requested to pay for the repair and all relevant expenses for causing damage to the lockers.
4. Objects to be put inside lockers should be clean. It is not recommended to store valuable objects in lockers. IPIM will not be held accountable for any loss of or damage to objects put inside the lockers.
5. It is prohibited to store illegal, dangerous objects (e.g. inflammables) or other inappropriate objects.



6. In consideration of hygiene, food and beverages are not allowed to be stored in lockers.
7. The right of use will be terminated for illegal use of lockers.
8. In the event of emergency, IPIM has the right to open any of the lockers without prior notice.
9. Users are not allowed to occupy or illegally use unoccupied or other people's lockers for a prolonged period of time, otherwise Macao Trade and Investment Promotion Institute has the right to open any lockers and take out the items inside for the owner to claim without prior notice.
10. The right of use of violators of the Locker Regulations will be terminated.
11. The Macao Trade and Investment Promotion Institute may update these terms from time to time without prior notice, and reserves the right of final decision.