

Terms and Conditions

[General Terms and Conditions](#): These terms and conditions govern the use of space and resources at York Science Park, including but not limited to meeting rooms, hot desking, and flexi hot desking. All users must also comply with the [Code of Conduct Policy](#).

For specific terms and conditions, see below. Please note these are to be taken in conjunction with the above.

[Hot Desking Terms and Conditions](#)

[Flexi Hot Desking Terms and Conditions](#)

[Meeting Room Terms and Conditions](#)

For any questions, please contact York Science Park management at enquiries@yorksciencepark.co.uk.

General Terms and Conditions

1. Introduction

- 1.1. These terms and conditions ("Terms") govern your use of the Member's Portal ("Portal") available through our website. By accessing or using the Portal, you agree to comply with and be bound by these Terms.
- 1.2. If you do not agree with these Terms, you must not use the Portal.

2. Access and Use

- 2.1. The Portal is intended for authorised users only. Access is granted at our discretion and may be revoked at any time without notice.
- 2.2. You agree to use the Portal solely for legitimate business purposes in compliance with all applicable laws and regulations.
- 2.3. You are responsible for maintaining the confidentiality of your login credentials and must not share them with any third party.
- 2.4. Unauthorised use of the Portal may result in immediate suspension or termination of access.

3. User Responsibilities

- 3.1. You agree not to misuse the Portal in any way, including but not limited to:
 - 3.1.1. Uploading, sharing, or distributing unlawful, harmful, or offensive content;
 - 3.1.2. Attempting to gain unauthorised access to any part of the Portal or related systems;
 - 3.1.3. Interfering with or disrupting the proper operation of the Portal.
- 3.2. You must ensure that all information provided through the Portal is accurate, complete, and up-to-date.

4. Data Protection

- 4.1. We will process your personal data in accordance with our Privacy Policy.
- 4.2. You agree to use any data obtained through the Portal responsibly and in compliance with applicable data protection laws.
- 4.3. You must not share or misuse any confidential information obtained through the Portal.

5. Availability and Maintenance

- 5.1. While we aim to provide continuous access to the Portal, we do not guarantee uninterrupted availability. Access may be suspended temporarily for maintenance or other operational reasons without prior notice.
- 5.2. We reserve the right to update, modify, or discontinue any features of the Portal at our discretion.

6. Liability

- 6.1. We are not liable for any loss, damage, or disruption arising from your use of the Portal, except where required by law.

- 6.2. You agree to indemnify and hold us harmless against any claims, damages, or losses resulting from your misuse of the Portal or breach of these Terms.

7. Termination

- 7.1. We reserve the right to suspend or terminate your access to the Portal without prior notice if you breach these Terms or for any other reason at our sole discretion.
- 7.2. Upon termination, you must cease all use of the Portal and delete any confidential information obtained through it.

8. General Provisions

- 8.1. These Terms are governed by and construed in accordance with the laws of England and Wales.
- 8.2. We reserve the right to amend these Terms at any time. Continued use of the Portal following such changes constitutes acceptance of the updated Terms.
- 8.3. If any provision of these Terms is found to be invalid or unenforceable, the remaining provisions will continue in full force and effect.
- 8.4. Failure to enforce any provision of these Terms does not constitute a waiver of our right to do so in the future.

9. Code of Conduct and Expected Behaviour

- 9.1. All users of York Science Park premises, including tenants, licensees, casual hot-desk users, visitors, guests, and meeting room clients, must comply with the York Science Park [Code of Conduct Policy](#). This policy, together with these Terms, forms part of your membership agreement with York Science Park Limited.
- 9.2. Failure to comply with the Code of Conduct Policy may result in the suspension or termination of your access to our spaces and services.

York Science Park Code of Conduct Policy

1. Introduction

- 1.1. This Code of Conduct outlines the standards of behaviour expected from all users of York Science Park premises. By accessing York Science Park facilities and services, you agree to comply with this policy.

2. Respect and Professionalism

- 2.1. Users must treat others with dignity, respect, and professionalism at all times.
- 2.2. Discrimination, harassment, or any form of abusive behaviour will not be tolerated.
- 2.3. Users must maintain a collaborative and inclusive environment, respecting differences in background, identity, and opinion.

3. Health and Safety

- 3.1. Users must adhere to all health and safety guidelines and comply with emergency procedures.
- 3.2. Any hazards or unsafe conditions must be reported to York Science Park management immediately.
- 3.3. Users must take reasonable care for their own safety and that of others while on the premises.

4. Use of Facilities

- 4.1. Users must respect shared spaces, maintain cleanliness, and use equipment responsibly.
- 4.2. Misuse or damage to property may result in liability for repair or replacement costs.
- 4.3. All resources must be used for legitimate business purposes only.
- 4.4. Users must ensure that meeting rooms and communal areas are left clean and tidy after use.

5. Confidentiality

- 5.1. Users must protect confidential information and respect the privacy of others.
- 5.2. Sharing sensitive or proprietary information without authorisation is strictly prohibited.
- 5.3. Users must comply with applicable data protection laws when handling personal or confidential data.

6. Compliance with Policies

- 6.1. Users must comply with all York Science Park policies, including the [General Terms and Conditions](#).
- 6.2. Failure to comply may result in suspension or termination of access to York Science Park facilities.

7. Reporting Concerns

- 7.1. Users are encouraged to report any concerns regarding behaviour, safety, or breaches of this policy to York Science Park management.
- 7.2. All reports will be handled confidentially and investigated thoroughly.

8. Consequences of Non-Compliance

- 8.1. Violations of this Code of Conduct may result in the suspension or termination of access to York Science Park facilities.
- 8.2. Serious breaches may lead to legal action.

Hot Desking Terms and Conditions

1. Introduction

- 1.1. These terms govern the use of individual and group hot desking facilities provided by York Science Park.

2. Access and Usage

- 2.1. Hot desking facilities are available Monday to Friday, from 9am to 4pm (excluding public and bank holidays). Access outside these hours is prohibited unless specifically authorised in advance.
- 2.2. Each group hot desking facility is limited to a maximum of six people.
- 2.3. Users must vacate their workspace at the end of their reserved time to ensure availability for others.

3. Booking and Fees

- 3.1. Reservations and payments must be made through the Nexodus platform.
- 3.2. Cancellations require a minimum of 24 hours' notice.

4. Transport

- 4.1. Parking availability is subject to the [Car Parking Policy](#) (Heslington Campus). No parking is available at The Guildhall.
- 4.2. Cycle storage is available on a first-come, first-served basis. York Science Park is not liable for damage to or theft of bicycles.

5. Liability

- 5.1. York Science Park is not liable for any loss, injury, or damages incurred while using the hot desking facilities, except where required by law.
- 5.2. York Science Park is not responsible for interruptions to WiFi or utilities.

Flexi Hot Desking Package Terms and Conditions

1. Introduction

- 1.1. These terms govern the use of the Flexi Hot Desking Package provided by York Science Park.

2. Access and Usage

- 2.1. The Flexi Hot Desking package allows users to book up to four days of hot desking within a calendar month.
- 2.2. Hot desking facilities are available Monday to Friday, from 9am to 4pm (excluding public and bank holidays). Access outside these hours is prohibited unless specifically authorised.

3. Booking and Fees

- 3.1. Users must have a valid Flexi Hot Desking membership and reserve their desk in advance through the Nexodus platform.
- 3.2. Cancellations require a minimum of 24 hours' notice.

4. Transport

- 4.1. Parking availability is subject to the [Car Parking Policy](#) (Heslington Campus). No parking is available at The Guildhall.
- 4.2. Cycle storage is available on a first-come, first-served basis. York Science Park is not liable for damage to or theft of bicycles.

5. Liability

- 5.1. York Science Park is not liable for any loss, injury, or damages incurred while using the hot desking facilities, except where required by law.
- 5.2. York Science Park is not responsible for interruptions to WiFi or utilities.

Meeting Rooms Terms and Conditions

1. Introduction

- 1.1. These terms govern the use of Meeting Rooms provided by York Science Park.

2. Access and Usage

- 2.1. Meeting rooms are available Monday to Friday, from 9am to 4pm (excluding public and bank holidays).
- 2.2. Users must maintain an accurate record of all attendees.
- 2.3. For tenants reserving out-of-hours bookings in another building, tenants may sign out a fob (if applicable) from reception. Reception services are unavailable after 4pm.
 - 2.3.1. Fobs must be returned by the next working day.
 - 2.3.2. A £20 charge will apply for unreturned fobs.
 - 2.3.3. Out-of-hours bookings must follow the Out of Hours Procedure, available at reception.

3. Booking and Fees

- 3.1. Reservations and payments must be made through the Nexodus platform.
- 3.2. Cancellations require a minimum of 24 hours' notice.

4. Cleaning and Hygiene

- 4.1. Disinfectant spray and paper towels are available. Users are required to clean table surfaces after use.
- 4.2. Meeting rooms are cleaned each night from Monday to Friday by York Science Park's dedicated cleaning team.

5. Refreshments and Catering

- 5.1. Catering services are available through [Campus Kitchen](#).

6. Transport

- 6.1. Parking availability is subject to the [Car Parking Policy](#) (Heslington Campus). No parking is available at The Guildhall.
- 6.2. Cycle storage is available on a first-come, first-served basis. York Science Park is not liable for damage to or theft of bicycles.

7. Liability

- 7.1. York Science Park is not liable for any loss, injury, or damages incurred while using the meeting room facilities, except where required by law.
- 7.2. York Science Park is not responsible for interruptions to WiFi or utilities.