

 **NEW**

# MEETING ROOM RULES

- Rooms may only be used if they are booked and a paying Microlab member is present.
- Members get monthly Microcoin for booking meeting rooms.
- The price of a room depends on its capacity and the time of day.
- You get a separate Microcoin allowance per month. Bookings are charged to the month in which the booking takes place.
- Monthly Microcoin expire at the end of the month. If you bought additional Microcoin, these do not expire.
- If you cancel a booking more than two working days in advance, you get a full refund. If you cancel it closer to the booking time, you get back half.
- You can make bookings up to three hours long. (But you can make consecutive bookings.)
- And, of course, you may use all meeting rooms throughout Microlab!

## ROOM CAPACITY

Up to 4 people  
5 to 9 people  
10 to 15 people  
16 to 30 people  
More than 30 people

## RUSH HOUR

(Between 11.00 and 16.00)

2 M\$  
3 M\$  
4 M\$  
6 M\$

## REGULAR RATE

1 M\$  
1,5 M\$  
2 M\$  
3 M\$

→ Prices are per hour, but we charge per 15 minutes.

 The room capacity is shown in MyMicrolab and on the tablets as a number in brackets. For instance: "5th Floor Red Room (5p)" has a capacity of 5 persons.

**Need more M\$? Want to book a meeting room for a friend? Or have any other questions?**

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