

Apopo Studios – Terms of Use

1. Acceptance of Terms

By signing up for membership or using the facilities at Apopo Studios, you agree to comply with these Terms of Use, our Code of Conduct, and all other referenced policies.

2. Membership and Access

- Access is granted exclusively to registered members and their approved guests.
 - Members must not share access credentials (e.g., keycards, app logins).
 - The space is accessible during posted hours; after-hours access may be granted at the discretion of management and may incur additional charges.
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3. Use of Facilities

- Facilities are to be used for lawful business or creative purposes only.
 - Members must not engage in activities that may damage property or disrupt others.
 - Meeting rooms and shared spaces must be booked and used in accordance with posted guidelines.
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4. Fees and Payments

- Booking fees are processed via our bookings page on www.apopostudios.nz.
 - Additional invoices may be issued by Apopo Studios for items not listed on the bookings page.
 - Late payments may result in suspension of access.
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5. Privacy and Data Protection

- Apopo Studios complies with the Privacy Act 2020 and relevant codes of practice.

- Members must respect others' confidentiality and refrain from accessing or sharing private information without consent.
 - CCTV is used solely for safety and security purposes.
 - For more information:
 - [Office of the Privacy Commissioner](#)
 - [Digital Privacy Standards](#)
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6. Health and Safety

- Members must follow all posted health and safety procedures.
 - Emergency exits must remain clear at all times.
 - Hazards or incidents must be reported immediately to staff.
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7. Digital Conduct

- Members must maintain and uphold data security for their own computers, equipment, cloud storage, SaaS platforms and networks.
 - Use of coworking resources (e.g., printers, cloud storage) must comply with Apopo Studios' IT and privacy policies.
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8. Termination and Suspension

Membership may be suspended or terminated for breaches of these Terms, including but not limited to:

- Non-payment of fees
 - Disruptive or unsafe behaviour
 - Misuse of facilities or data
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9. Liability

- Apopo Studios Ltd is not liable for loss, theft, or damage to personal property.
 - Members are responsible for their own equipment and data security.
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10. Amendments

These Terms may be updated periodically. Members will be notified of significant changes via email or posted notices.