AFEC CAMEROUN

House rules

The Balcony — Workspace

Version of 5 November 2026

Article 1 — Purpose

These rules set out the conditions of access to and use of the private office, desks and meeting room of “The Balcony — Workspace”, operated by AFEC Cameroun at 1008 Avenue Kennedy, 1st floor, “Double T Creative” building, door 42, Yaoundé (the “Space”).

Article 2 — Opening hours

The Space is open Monday to Friday from 8:00 am to 6:00 pm and on Saturday from 9:00 am to 2:00 pm.

Any use outside these hours requires prior authorisation.

Article 3 — Access and registration

Access is reserved for people who have paid their entry fee (by the hour, day, week or monthly membership).

Each user registers at reception on arrival.

An identity document may be requested on the first visit.

Article 4 — Prices and payment

Current prices are displayed at reception and published on www.afecameroun.com.

Payment is made in advance, in cash at reception against a receipt, or by mobile money to AFEC Cameroun's official numbers only.

No refund is given for early departure.

Article 5 — Services and equipment

Power, internet, air conditioning, secretarial service and the drinks offered (coffee, tea, juice) are included in the price.

The internet connection is for professional use only.

Printing is available; its conditions are given at reception according to your needs.

Equipment (tables, chairs, monitor, whiteboard, power sockets) must be used with care. Any damage caused by a user will be charged to them.

Article 6 — Conduct

Quiet is required in the work areas.

Long phone calls are taken on the balcony or in the private office.

Smoking indoors is prohibited.

Alcohol is prohibited.

Each user leaves their workspace clean.

Article 7 — Keys

Any keys handed over by the secretariat are returned at the end of each use. Any loss must be reported immediately.

Article 8 — Liability

AFEC Cameroun accepts no liability for theft, loss or damage to users' personal belongings.

Valuables remain under their owner's supervision.

Article 9 — Confidentiality and personal data

Users respect the confidentiality of other people's work and conversations.

Any photograph or recording in the Space requires permission.

Information provided when booking is processed in accordance with the privacy policy published on AFEC Cameroun's website.

Article 10 — Bookings and cancellations

The private office, desks and meeting room are booked in advance by phone, WhatsApp, email or online form. A booking is firm once confirmed by AFEC Cameroun and paid.

A cancellation notified at least 24 hours in advance is refunded.

Article 11 — Sanctions

Failure to comply with these rules may lead to the user's immediate exclusion, without refund.

Article 12 — Acceptance

Any booking implies acceptance of these rules, handed to the user on arrival and available on AFEC Cameroun's website.

Done in Yaoundé on 5 November 2026. The French version prevails.

For AFEC Cameroun, the manager: _____

Read and approved by the user

Name: _____

Date: _____

Signature: _____