

(DAT) Office Cafeteria Area Rental Rules & Regulations for Team Events and Celebrations

The following basic guidelines are prepared to ensure all employees to be aware of and encourage communal participation to take care of their cafeteria, including the other accessories, to be a more harmonious workplace.

1. Basic Requirements

- Apart from the project-related or individual meeting, all non-work-related team events such as team building gathering, birthdays, farewells, etc. are necessary to book in advance via event registration system and will be approved/ rejected by Admin/HR department confirmed by sending email to Admin/HR department (dathr@diracetechnology.com, ma kay, ma kalyar) using the pre-defined template as early as possible.
- While using the cafeteria areas for such events, the guests, including ex-employees, are not allowed to join.
- Booking must be made at least 5 business days in advance.
- Bookings are subject to availability and handled on a first-come, first-served basis.

2. Usage Rules

- Events must remain within the approved booking time.
- Only designated areas of the cafeteria are to be used.
- Office property (all furniture, appliances and equipment) must be handled with care.
- All decorations must be non-damaging (no nails, no stickers at wall, adhesives, no decoration at wall, etc.).
- Prohibited items: open flames, fireworks, or hazardous items.
- Events must be held within the time approved in the booking confirmation.
- Ensure all lights, appliances, and air-conditioning units are switched off after use.
- The cafeteria TV may be used, but:
 - Only appropriate workplace content may be displayed.
 - Volume must be kept at a reasonable level.
 - Movies must be free from explicit content, violence, or offensive themes.
- Maximum booking duration: maximum 5 hours per event (including setup and cleanup time).

Weekdays

- Events during Office Hours can be flexible from 9:00AM to 7:00PM, except lunch (11:00AM to 1:00PM).

Weekend

- Weekend and holiday events are permitted between 9:00 AM and 7:00 PM.
- Prior coordination with Security/Admin is required for building and facility access.

3. Food & Drinks

- Outside food or catering is permitted at the team's expense.
- Self-cooking in the cafeteria area is strictly prohibited.
- For all events, the consumption of alcohol is strictly prohibited during office hours.

4. Cleaning & Restoration

The organizing team is fully responsible for restoring the cafeteria to its original condition immediately after the event:

- Wipe down all surfaces, tables, chairs, and counters.
- Clean up spills or stains on furniture, appliances, or floors.
- Securely tie all trash bags and dispose of them in designated bins.
- Remove food waste and decorations properly.
- Return furniture and items to their original positions.
- Report any damage or malfunction to Admin/HR department immediately.

5. Liability & Responsibility

- The organizing team is responsible for the behavior of all attendees.
- Any damage to property or equipment must be reported immediately and may be charged to the organizing team.

6. Cancellations

- If the organizing team will not use reserved bookings, event organizer must cancel the events booking on Event Registration System **must notify the HR Department by email as early as possible** so the slot can be offered to others.

7. Management Rights

- In cooperation with event organizer, Admin/HR department reserves the right to reschedule or cancel bookings in case of conflicts with company events or priorities.
- The future events bookings may be denied or terminated if above rules are violated.