

**BitLoft LOGO**

**INTERNATIONAL BALKAN UNIVERSITY**

**BALKAN INFORMATION TECHNOLOGY LOFT (BitLoft)**

**APPLICATION FORM FOR OFFICE SPACE USAGE**

For Companies Requesting to Use BitLoft Co-working and Innovation Spaces

**1. Company Information**

- Company Name:  
- Company Address:  
- Website:  
- Tax/VAT Number:  
- Contact Person Name and Surname:  
- Position:  
- Email:  
- Phone Number:

**2. Reference to Memorandum of Cooperation (MoC)**

Is there an existing signed MoC with IBU BitLoft?  
☐ Yes (Date: \_\_\_\_\_\_\_\_\_)  
☐ No (An MoC must be signed before space allocation)

**3. Space Requirements**

Purpose of Use:  
☐ Co-working ☐ Private Office ☐ Meetings ☐ Events ☐ Project Implementation ☐ Other: \_\_\_\_\_\_\_\_\_  
  
Requested Space (Office/Room):  
Total Area Requested (m²):

**4. Usage Period Requested**

Start Date:  
End Date:  
Expected Frequency of Use:  
☐ Daily ☐ Weekly ☐ Project-based ☐ Other: \_\_\_\_\_\_\_\_\_  
  
Free-of-Charge Period Requested:  
☐ Yes, for \_\_\_ months (justification): \_\_\_\_\_\_\_\_\_\_\_\_  
☐ No

**5. Students Engagement (if applicable)**

Will you employ and supervise IBU students as part of your project?  
☐ Yes (number and roles): \_\_\_\_\_\_\_\_\_\_\_\_\_  
☐ No

**6. Utilities**

Do you request included utilities (electricity, internet, heating, cleaning) in your monthly fee?  
☐ Yes  
☐ No (agree to separate utility billing)

**7. Additional Information (if any):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**8. Confirmation and Signature**

We hereby confirm that the information provided in this form is accurate and request to initiate the Space Usage Agreement process in alignment with our signed MoC with IBU BitLoft.  
  
Authorized Representative:  
Name:  
Position:  
Signature:  
Date:  
  
Company Stamp (if applicable)

Please submit the completed form to:

IBU BitLoft Administration  
Email: [insert BitLoft contact email]  
Address: Makedonsko Kosovska Brigada, Skopje 1000, North Macedonia