|  |  |
| --- | --- |
| **LOGO OF THE COMPANY** | **simge, sembol, logo, yazı tipi, kırmızı içeren bir resim  Açıklama otomatik olarak oluşturuldu** |

**SPACE USAGE AGREEMENT**

BETWEEN

**INTERNATIONAL BALKAN UNIVERSITY**

**BALKAN INFORMATION TECHNOLOGY LOFT**

And

**X COMPANY**

This Space Usage Agreement (“Agreement”) is entered into by and between **International Balkan University Balkan Information Technology Loft**, located at Makedonsko Kosovska Brigada, Skopje 1000, North Macedonia (hereinafter “BitLoft”), and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[Company Name]**, located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[Company Address]** (hereinafter “Company”), for the purpose of defining the terms under which the Company may use the BitLoft at IBU for co-working, collaboration, and industry-academia project-based activities.

## Article 1: Reference to Memorandum of Cooperation (MoC)

This Agreement is **based upon and executed in connection with the Memorandum of Cooperation (“MoC”) signed between the Parties on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [MoC Date]**, which outlines the intent to collaborate in mutually agreed areas. The activities and collaborations conducted under this Agreement shall align with the objectives and working areas defined in the MoC.

## Article 2: Purpose

The purpose of this Agreement is to facilitate **collaborative industry-academia innovation activities** by providing the Company with access to the BitLoft Innovation Space for co-working, project implementation, research, development, and innovation collaborations in line with the signed MoC.

## Article 3: Space Usage

1. BitLoft agrees to provide the Company with co-working space within the Innovation Space located on BitLoft premises.
2. The specific space, facilities, and equipment provided will be detailed in an Annex attached to this Agreement.
3. The Company may use the space exclusively for collaborative activities aligned with the MoC signed between the Parties.
4. **Allocated Space:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Room/Office number or description]
5. **Total Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  [\_\_\_\_\_\_] m²
6. **Use Purpose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** [e.g. Co-working, private office, meetings, events]

## Article 4: Usage Period and Fees

1. The space will be provided for a period of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[Start Date] to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [End Date]**, which may be renewed upon mutual agreement.
2. The Company agrees to pay a usage fee of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**[Amount in EUR] per month**, payable to BitLoft by the **5th day of each month**.
3. Utility costs, including electricity, internet, heating, and cleaning, are **[included/not included]** in the monthly fee and will be detailed in the Annex if separately charged.
4. **Free-of-Charge Option**: Upon mutual agreement, the Company may use the space **free of charge for a period of [Number of Months] months** during **[specify period, e.g., initial setup, pilot collaboration, or internship project periods]** to support pilot collaboration and encourage industry-academia cooperation under the MoC framework. Any extension of the free-of-charge period will require written agreement by both Parties.
5. Payment details:
	* Bank: \_\_\_\_\_\_\_\_\_\_\_\_ [Bank Name]
	* IBAN: \_\_\_\_\_\_\_\_\_\_\_\_\_ [IBAN]
	* Reference: “Innovation Space Usage - [Company Name]”

## Article 5: Responsibilities of the Company

1. Use the space responsibly, maintaining cleanliness and proper care of furniture and equipment.
2. Adhere to BitLoft’s rules, regulations, and working hours unless otherwise agreed.
3. Ensure that activities conducted in the space align with the signed MoC and the academic and ethical standards of BitLoft.
4. Notify BitLoft of any damage immediately and bear the cost of repairs if damage is due to the Company’s use.
5. Employ and supervise XXX students within the scope of the project and provide BitLoft with a list of employed students including their roles and duration of employment.
6. Donate all equipment procured and used specifically for the project to BitLoft upon project completion, unless otherwise stated in the agreement.
7. Acknowledge BitLoft appropriately in the final product and any promotional materials related to the project.

## Article 6: Responsibilities of BitLoft

1. Provide a secure and conducive environment for collaborative work within the Innovation Space.
2. Ensure necessary maintenance of the facilities and infrastructure provided to the Company.
3. Provide reasonable access to utilities and internet services during working hours.

## Article 7: Confidentiality

The Parties agree to maintain the confidentiality of all proprietary information exchanged or developed within the scope of this Agreement, except as required by law.

## Article 8: Termination

1. Either Party may terminate this Agreement with **fifteen (15) days’ prior written notice**.
2. BitLoft reserves the right to terminate immediately if the Company is found in violation of the rules or if activities within the space violate ethical or legal norms.

## Article 9: Dispute Resolution

Any disputes arising from this Agreement shall be resolved amicably between the Parties. If unresolved, the disputes will be subject to the jurisdiction of the competent courts in Skopje, North Macedonia.

## Article 10: Amendments

This Agreement may only be amended with the mutual written consent of both Parties.

**IN WITNESS WHEREOF**, the undersigned Parties have executed this Space Usage Agreement on the dates indicated below.

|  |  |
| --- | --- |
| **LOGO** | simge, sembol, logo, yazı tipi, kırmızı içeren bir resim  Açıklama otomatik olarak oluşturuldu |
| CEO / GMCompany Date: *sign / stamp* | Assoc.Prof. Edmond JahjagaInternational Balkan University BitLoftDate: *sign / stamp* |