

WORKSHOP PACKAGES AT THE HOME FOR COOPERATION

PACKAGES

WEEKLY OR BIWEEKLY CLASSES

- The packages apply for classes that take place for a period of minimum of 3 months.
- The packages apply for the use of space for weekly or biweekly workshops that take place on Monday to Friday between 9am and 10pm.
- The use of space costs €10 per 1-hour session.
- A caretaker will be present only for the first class. If the instructors prefer that a caretaker is present for each class, there is an additional cost of €8 per hour.
- At the end of each month, instructors must notify the H4C of the completed classes, including specific dates, by sending an email at operations@home4cooperation.info .
- The amount due is payable by the 10th day of the following month.
- Special offers can also be offered for once-off workshop series that take place for more than 6 weeks.

MONTHLY CLASSES

- The packages apply for classes that take place for a period of minimum of 3 months.
- The packages apply for the use of space for monthly workshops that take place on Monday to Friday between 9am and 9pm.
- The use of space costs €15 per workshop
- A caretaker will be present only for the first class. If the instructors prefer that a caretaker is present for each class, there is an additional cost of €8 per hour.
- At the end of each month, instructors must notify the H4C of the completed classes, including specific dates, by sending an email at operations@home4cooperation.info .
- The amount due is payable by the 10th day of the following month.
- Special offers can also be offered for bimonthly workshops depending on their duration.

PROMOTION

- Instructors are invited to send the H4C Officer the title, short description, an image, and the details of a contact person, which will be used in the promotion of the workshop series on the H4C Website: <https://www.home4cooperation.info/workshops/>
- Instructors are also encouraged to create a Facebook event for their workshop series, and send the H4C a co-host request, so the H4C can promote it through its social media.
- The instructors are welcomed to share with the H4C team any promotional material, i.e., images, posters, videos, etc. they would like shared through the H4C social media channels throughout the duration of their workshop series.



TERMS AND CONDITIONS

USE OF SPACE AND EQUIPMENT

Instructors are responsible for the following:

- Enter the room 10 minutes before their class to set-up the room according to their needs.
- Set up the room as required, including any equipment necessary, i.e., laptop, speakers.
- Switch off lights, A/C, or central heating in the room at the end of the class.
- Return the room in the set-up it was prior to the class.
- Vacate the room by the time specified in their booking in a clean and tidy condition.
- Make good any loss or damage relating to or resulting from the use of space during the class: including any extra cleaning or damage to equipment.
- Comply with the non-smoking requirements in all internal areas of the building.
- Any equipment/ materials brought to the H4C are the responsibility of the instructors. The H4C is not liable for any damages, loss, or theft.
- Please do not leave workshop material in the room.

CHANGES AND CANCELLATIONS

- Instructors are responsible for notifying their students for any cancellations. The Home for Cooperation is not responsible for covering missed class.
- Classes missed due to public holidays can be covered pending the room's availability.
- If instructors wish to make changes in the schedule of their classes, they must notify the H4C team at admin@home4cooperation.info, at least a week in advance. Changes are subject to the availability of the room.

PAYMENTS

- For online payments: Please indicate the workshop name and month as reference.
- Alternatively, you can visit the [Home for Cooperation](#) Monday to Friday between 10am-5pm for payments in cash, cheque, or card.
- For payment related inquiries please contact us at operations@home4cooperation.info

Bank of Cyprus

Account Name: **AHDR FOR H4C PROJECT**

Account Number: **357013665902**

IBAN: **CY69002001950000357013665902**

SWIFT address (BIC code) of Bank of Cyprus Public Company Ltd is: **BCYPCY2N**