



## HYY'S USER GUIDELINE FOR ORGANISATIONAL PREMISES

1. The purpose of the user guideline for organisational premises is to maintain the pleasantness and safety of the premises. The guideline concerns all organisations who have signed the contract for organisational premises as well as their members and guests.
2. The premises must be maintained with care. The organisation itself is responsible for the premises that it uses and of any vandalism or damages in the movables owned by HYY. Any damages that are detected must be reported to the Student Union immediately. All renovation and painting work must be agreed on with the Student Union in advance.
3. The cleanliness and condition of the premises must be carefully looked after. The premises are to be cleaned by the organisation itself, and waste should be sorted according to instructions and delivered to the waste bins. The organisations are jointly responsible for the cleanliness and the condition of lighting in the corridors and the kitchen and toilet facilities that they use.
4. The organisation is responsible for making sure that the doors of the organisational premises are locked when leaving the premises. Locked doors, the front doors of buildings in particular, must not be wedged open. Information on the buildings' security practices, such as the doors' locksets, may not be disclosed to parties external to the Student Union's members. The organisation is responsible for access control in the premises during the event.
5. Burning candles and making any kind of open flame in the organisational premises is forbidden. The organisation is responsible for the premises having a functional fire detector in them. Smoking is forbidden indoors, with the exception of the smoking room at Alina Hall. In addition to this, smoking in front of the New Student House's front doors is forbidden.
6. Sleeping on the premises is not allowed. People on the premises must be able to save themselves in possible emergency situations. The organisational premises of the Student Union are marked as office premises, which means that in the case of a fire, for instance, rescuers would not necessarily know to look for people in the building.
7. Neighbours or other users of the premises must not be disturbed on the premises and events held on the premises must not spread onto the hallways, halls or outside the buildings. Organising festive events in the organisational premises is only allowed if agreed on with the Student Union in advance. For the applicable parts, HYY's user guideline for festive premises should be followed in festive events.
8. Particular attention must be paid to the fact that it is strictly prohibited to deliberately or accidentally throw, drop or fly any objects or items from the balcony, from the windows or in the staircases. Taking food or drinks onto the balcony is forbidden. Sliding down the stairs is forbidden in all forms.
9. The organisation may not transfer their right of use nor may it turn over or sublease the premises to another party without HYY's written permission, unless otherwise agreed in writing.
10. The instructions and orders of HYY's representatives as well as the Public Order Act (612/2003), which is available at the state's legislation database, [www.finlex.fi](http://www.finlex.fi), must also be obeyed.
11. Breaking these rules can lead to the denouncement of the user contract. The organisation, the (acting) chair of the organisation and the board of the organisation have joint responsibility for any damages to the premises used by the organisation and to movable property owned by the Student Union that are not caused by normal wear. The consequences are decided by the Student Union's chief financial officer. The chief financial officer's decision can be appealed to the Student Union's Board's Financial Committee within 14 days from the decision having been given.
12. This guideline must be placed in a visible location on the organisational premises. This regulation annuls the previous user guideline for organisational premises and comes into force immediately.

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Student Union of the University of Helsinki  
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