

ALINA HALL

Instructions for users

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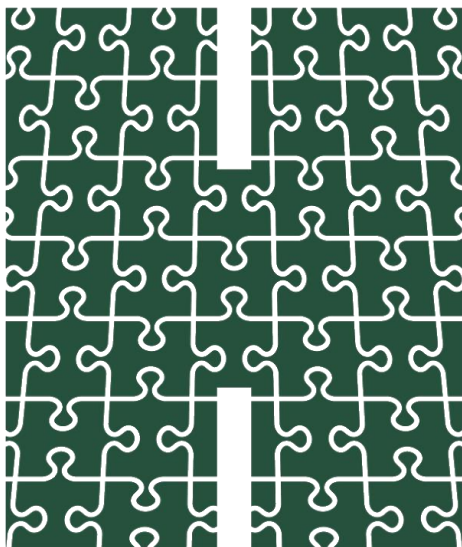
Introduction

Greetings – we are glad you have decided to use Alina Hall! Alina Hall is a festive space that the Student Union of the University of Helsinki (HYY) rents out to its organisations. It is

located on the third floor of the New Student House. We have collected the most important instructions on using Alina Hall into this booklet to help you organise a successful event.

Please read this guide and its attachments carefully before your event begins. Do not hesitate to contact us using the contact information on page 12 in unclear situations. We have updated the guide during summer 2019.

Wishing you a pleasant event and successful arrangements!
HYY's Student Organisations Committee



**HYYN
JÄRJESTÖ-
VALIOKUNTA**

**HUS
FÖRENING-
UTSKOTT**

**HYY'S
STUDENT ORGANISATIONS
COMMITTEE**

Reserving the Premises

Making a Reservation

You can reserve Alina Hall for your organisation's events during the reservation rounds that are organised twice a year – one round in autumn for reservations for the following spring term and another in spring for reservations for the following autumn term. We will provide organisations with instructions on the reservation rounds and communicate about the rounds by email when they are drawing closer.

Outside the reservation rounds, you may inquire about any remaining free time slots directly from HYY's Services Office at toimisto@hyy.fi. You can check the current situation with the reservations from HYY's reservation calendar at tilavaraus.hyy.fi.

Terms of Reservation

Please take the following terms into account when making a reservation:

- The capacity of Alina Hall is 80 persons seated and a maximum of 100 persons standing.
- You can make two reservations to Alina Hall for your organisation in an academic term, adding up to a maximum of four reservations in an academic year.
- The premises are only meant for the use of organisations operating under HYY, and they are not rented for private use at all, even if the reservation is made under the name of an organisation.
- To make a reservation, your organisation must have completed Alina Hall's user training during the current or previous academic term.
- For parties, the organisation must appoint four security persons who must sign a security person agreement that is delivered when collecting the keys. At least one of the security persons must have completed Alina Hall's user training during the current or previous academic term.
- Reservations begin at noon. Entrance to the event must end by 3.30 am, and the whole event must finish by 4.00 am. The premises must be cleaned and emptied by 6 am.
- If your organisation has to cancel your reservation, please remember to do it well in advance but at least 14 days before the reservation. In case this is not done, we will have to charge a fee for late cancellation.

You can check the terms and conditions in full from the 'Terms and Conditions of Alina Hall's User Agreement'.

Price Information

The fee charged for using Alina Hall is 70 euros. In addition to this, your organisation must pay a user deposit of 100 euros when paying the user fee. This deposit is returned after a successful reservation – after the keys have been returned on time, the premises are clean and no other problems with the event arrangements have occurred. As for expense compensation, please remember that the deposit is returned to your organisation's account even if the payment had been made by a private person. You should also take into account that the Services Office only accepts **card payments**.

You have the opportunity of renting a kitchen equipment basket for a deposit of 20 euros at the same time. The basket is returned along with the keys, and the deposit for the basket is also returned to your organisation's account after a successful rental.

If there are any problems with your reservation, though, we may charge the following fines:

- *Late collection or return of the keys* – 35 euros
- *Reservation cancelled under 14 days before the reservation* – 70 euros
- *Lost keys* – 35 euros
- *Inadequate cleaning or broken items* – the additional fees of hired cleaners or the price of new equipment purchased to replace broken ones will be charged, with the user deposit also withheld
- *Lost/broken item from the equipment basket* – 5 euros/item, except for Fiskars's small knives (15 euros/knife) and large knives (23 euros/knife)

You can read about possible sanctions and consequences in more detail from the 'Terms and Conditions of Alina Hall's User Agreement'.

Accessibility Information¹

Alina Hall is not an accessible space. Access to the hall is through stairs. However, the premises are equipped with a wheelchair, and you can ask for the key for it when collecting the other keys from the Services Office. There is also one accessible toilet on the floor – the other toilets are unisex toilets.

In addition to this, we have a portable induction loop that organisations can borrow for free. The induction loop is an aid meant for users of hearing devices – it wirelessly transfers amplified sound directly to the hearing aid. Using induction loops is fairly simple, so do not hesitate to inform your guests about the possibility. Further information on the induction loops is available at <https://hyy.fi/en/guides/equipment-and-reservations#induction-loop>.

When communicating about your event, the best way to take the needs of different users into account is to inform them about the accessibility information in advance. You can use the following text for this purpose if you like. Remember to also provide contact information that participants can use to ask for additional information, for instance.

Alina Hall is located on the third floor of the New Student House (at Mannerheimintie 5A). There is no wheelchair-accessible entrance to the premises, as they can only be accessed by stairs. The premises have a wheelchair that can be borrowed as well as the opportunity to use an induction loop. The premises also have an accessible toilet. Theatrical smoke is not used in Alina, but blinking lights may be used. It is possible to bring an assistance or guide dog into the premises.

¹ Thanks to Condustry for compiling the accessibility information.

Before the Event

Collecting the Keys

You can collect the keys to Alina Hall from HYY's Services Office, on the second floor at Mannerheimintie 5B, during its opening hours – please remember to check the opening hours in advance! For reservations on weekdays, the keys are collected on the same day, whereas for reservations taking place in the weekend or on a public holiday, the keys are picked up on the last weekday before the reservation. You will only be given one key for the reservation, and the key fits not only Alina Hall but also the front door of Staircase A as well as the front door of Staircase B, which is along the way to the waste room.

When collecting the keys, you will also need to pay the user fee and the user deposit as well as the possible deposit for kitchen equipment. At the same time, you must return the security person agreement signed in advance by four security persons as well as sign the user agreement for the premises. In addition to the keys, you will receive the initial and final inspection forms, a first-aid kit, the security persons' reflective safety vests and, if needed, the kitchen equipment basket and the key to the kitchen cupboard.

You can print out the security person agreement at <https://hyy.fi/en/guides/facilities-and-reservations>.

Initial Inspection

Remember to conduct the initial inspection as soon as you arrive at the premises, before starting other arrangements. When doing the inspection, you can use the checklist given to you when collecting the keys. During the initial inspection, your organisation checks the premises and accepts responsibility for them in the state they are in at the time of transfer. At this point, you should also check that the equipment in the premises works in case you will be needing them, as you will still have time to go to the Services Office for advice on using the equipment if the Office is still open.

If you notice anything missing or damages in the premises, please document them. If there are any major faults, please report them to the Services Office right away if the Office is open. In case of smaller faults, mentioning them after the event when you return the keys is enough.

During the Event

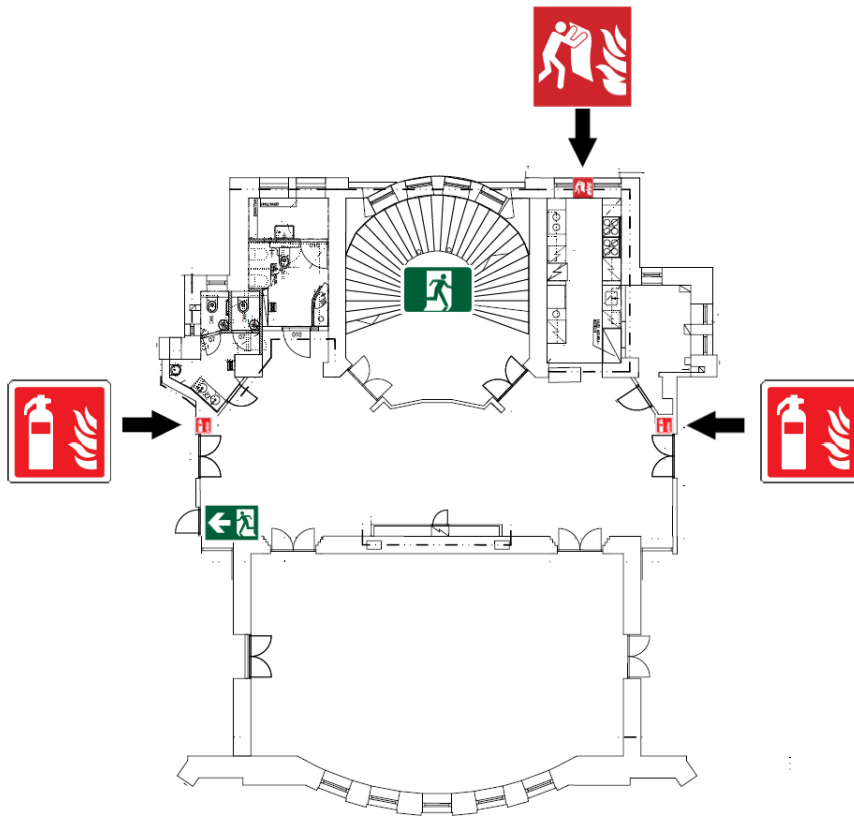
Event Safety

Discrimination of any kind is not tolerated on HYY's premises, and everyone must be able to feel safe. As the organiser, you are responsible for event safety. When planning the event, the organisers should already collectively go over the location of the emergency exits and the first-aid extinguishing equipment on the premises, check for any possible dangerous spots and discuss how to act in possible emergencies and disturbances.

It is recommended that there is at least one person at the event named as someone people can easily contact in case of a disturbance, in addition to the security persons. This person can be one of the security persons, though. The named person should not be intoxicated, and the participants should be able to reach them for the entire duration of the event.

When you collect the keys to Alina Hall, you will be given a first-aid kit. In addition to this, the users of the premises have first-aid extinguishing equipment at their disposal: one fire blanket at the back of the kitchen and two fire extinguishers, one at each end of the lobby.

Emergency exits are marked with green signs. As the organiser, you should ensure that access to the emergency exits is not blocked at any time.



Emergencies and Disturbances

Things do not always go according to plan despite planning and taking precautions. Incidents that may emerge at the event include the following:

- Case of harassment
- Suspicion of drug use or drugging
- Intoxicated minors
- Attack of illness

In emergencies and disturbances, do not hesitate to call in a security guard or call the emergency number to reach the parties relevant to the situation, such as an ambulance, the police or the fire department. The security guard is at your disposal 24/7, and no emergency is too small to ask for help. You can contact the guard in the following cases, for instance:

- The party gets out of hand
- Someone does not agree to leave the premises despite being requested to do so
- The washing machine breaks down
- Any other situation that disturbs the activities

If any material damages, bodily injuries or anything else out of the ordinary takes place during the reservation, you should inform HYY as soon as possible. You should preferably report such incidents to the Services Office when returning the keys or by sending an email to toimisto@hyy.fi, but you can also contact the specialist in organisations or the person in charge of organisations on HYY's Board. The most important thing is that your message gets through. We prefer to hear of any events directly from the organiser rather than through other channels, and a report does not automatically lead to sanctions.

Access Control

The basic principle in access control is that if people are actively entering and exiting the event, there should be access control at the doors. As the organiser of the event, you should always be aware of who is allowed into the premises. As the New Student House is a private facility, you do not have to let everyone who wants to enter in.

If people still need to enter your event after the front door is locked, good ways of organising the entrance include notifying the participants of a phone number they can call or setting up door guards at the front door. You should not, however, wedge open the front doors or the doors to the staircase. Remember that your reservation only covers Alina Hall and the lobby – the staircase is only meant for getting into the premises, not for hanging out.

The other premises on the 3rd floor of Staircase A in the New Student House are used by the organisations of Kannuklusteri. Please take this into account when using Alina Hall by not obstructing passage to the other premises on the floor.

Rules on Using the Premises

- Making an open fire is prohibited, as is the use of smoke machines on the premises.
- Smoking is only allowed in the smoking room, never outdoors.

- Windows may only be kept open when the premises are used – remember to close the windows after ventilation.
- Putting anything out through the windows is forbidden.
- Decorations may only be attached to the platforms reserved for the purpose (wooden strips on the walls), and duct tape and packing tape must not be used for this.
- If an electric device does not work or the fuses blow, do not try to fix this yourself – contact either the Services Office or the guard instead.
- Handling the first-aid extinguishing equipment, emergency exits signs, etc. without real danger is prohibited in accordance with the Rescue Act (379/2011).
- Emergency routes must always be kept unobstructed.
- Sort the waste.
- Pour wash water into the toilet.
- Do not stand on tables or chairs.

Equipment

Kitchen

- Two induction stoves (incl. ovens), a coffee maker (compatible with pump thermoses), a water kettle, a heating cabinet, an ultra-fast dishwasher, a fridge, cooling cabinets and a freezer
- By paying a deposit of €20.00, you will also get to use the following:
 - Kitchen cupboard: two saucepots suitable for the induction stove (using these to make rice porridge is forbidden as it will stick to the pot!), two large frying pans suitable for the induction stove, three pump thermoses, four oven trays, two metal bowls, one colander, four chopping boards and a measuring jug
 - Kitchen equipment basket: two cutting knives, a large cutting knife, a peeling knife, two metallic ladles (one with a hole and one without), a deep ladle, a wooden spatula, a plastic spatula with a silicone edge, a whisk, a grater, a food turner, a can opener, a silicone brush, two tea towels and a measuring set

Cleaning closet

- Entrance through the accessible toilet
- Everything needed for cleaning (mops, dustpans and brushes, cloths, detergents, etc.), but no vacuum cleaner

Hall

- Tables for an 80-person dinner party
- Chairs for an 80-person dinner party

Hall technology:

- Sound equipment (instructions for the amplifier in the attachments)
- DJ mixer (Pioneer DJM-600)
- Light equipment (light controller **Stairville LED-Commander 16/2**, instructions in the attachments)

After the Event

Conduct the final inspection of the premises using the inspection form you received when collecting the keys.

Cleaning the Premises

Alina Hall, the lobby, the kitchen, the smoking room and the stairs should be cleaned by 6.00 am. Do not leave any items into the premises, including the property of HYY's device rental, unless the Organisational Services Office has instructed you otherwise. The cleaning closet is located at the back of the accessible toilet. Further information on the cleaning equipment and the responsibilities related to cleaning is available there.

An important part of the cleanliness of Alina is sorting the waste. There are several containers that can be used for the sorting in the kitchen. The sorting should be done according to the options in the waste room: energy waste, biowaste, glass, metal, cartonboard, paper and plastic. If you are unsure about how to sort the waste correctly, please check the sorting instructions on HSY's website.

Please take care of the following after each event, regardless of its nature:

- All waste is collected, recycled and taken into the correct containers in the cellar.
Biowaste is sorted into the 'HYY Kiinteistöt' container.
- Tables and chairs are wiped with a damp cloth, the floor is swept and wiped carefully with a damp cloth, and liquid spillage is removed. There is 'Ykä' powder in the cleaning closet for cleaning up vomit.
- Toilet facilities are thoroughly cleaned (surfaces, toilet seats, urinals, sinks)
- Your own decorations and attachments are removed from the walls.
- The kitchen floors, platforms and sinks are wiped, all cupboards are wiped and emptied from your own items. The power on the fridges is left on. Stoves, ovens and any other kitchen equipment you have used are wiped and cleaned.
- The dishwasher is cleaned and emptied of water and its taps are closed. You should not remove any pipes or hoses, etc. from the machine. The drain hose and grate should be removed and hung out to dry, though.
- The staircase area is cleaned from trash, bottles, glass shards, sticky smudges, etc.
- The cleaning equipment is taken back to its place after cleaning, the cleaning cloths and mops are rinsed thoroughly and hung out to dry.
- If there is anything out of order with the cleaning equipment, please inform the Services Office when returning the keys.
- The lights are turned off and the doors to the premises and staircases locked.

Lost Property

Please take any items left in the hall and lobby with you after cleaning the premises and try to find their rightful owners. If needed, you can also deliver any valuables to the Services Office or the police.

After the Reservation

Return the completed inspection form together with the keys, reflective safety vests and first-aid kit to the Services Office during its opening hours on the following weekday. Remember to also return any items you have borrowed, such as the kitchen equipment basket.

When returning the keys, please inform us about any possible damages or faults you have noticed, such as broken furniture, missing kitchen equipment or a clogged sewer. Feedback for improving the service is also always welcome.

You can also return the keys at night directly to the Central Office's letterbox (New Student House, 5A, 2nd floor) together with the inspection form. Any items you will have to bring to the Services Office yourself though.

Contact Information

Address

Mannerheimintie 5A, 3rd floor, 00100 Helsinki (*New Student House*)

Fault Reports

HYY's Organisational Services Office

Office Secretary Tiina Petäjä: 050 551 6145, toimisto@hyy.fi

Opening hours (check online for exceptions)

Mon 10.00 am–4.00 pm

Tue–Fri 10.00 am–3.00 pm

Disturbances and other acute problems

Securitas Oy's guards

- Daytime, 7.00 am–4.00 pm: 040 585 0761
- Evenings/nighttime, 4.00 pm–7.00 am: 040 581 7574

General emergency number

112

Attachments

User Instructions for Light and Sound Equipment

The AV equipment are at the end of the hall, on top of a table equipped with wheels. The cables should not be disconnected unless absolutely necessary – and even then, they should be plugged back in afterwards for the next user. You might know how to use them, but the next user might not.

Basic Use of the QSC GX3 Amplifier

1. Check that the VOLUME controls are in zero position for both channels. Check that the amplifier's POWER button is OFF.
2. Plug the AUX cable in to the sound source, but do not turn on the music yet.
3. Turn on the amplifier by turning the POWER button ON.
4. Turn on the music from your sound source.
5. Raise the volume slowly from the volume controls.

If the amplifier does not turn on:

- Check that the black power cable attached to the back panel of the amplifier is connected to the extension cord.
- Check that the extension cord is plugged in to an electrical socket.

If there is no sound even though the amplifier is on and the instructions above have been followed:

- Check that the cable you plugged in to the sound source is attached to the speaker's back panel.

If high-pitched sounds only come from one speaker and low-pitched sounds from the other:

- Check that the switch on the speaker's back panel is in FULL RANGE position and not on CROSSOVER.

Basic Use of the Stairville LED Commander 16/2 Light Controller

1. Turn on the power from the left side of the back panel.
2. Turn the colour lights on and spinning by clicking the FULL ON button, for instance.
3. You can change programmes using the keys, while FULL ON returns the lights to the default programme.

If the controller's power does not turn on:

- Check that the black power cord attached to the back panel of the light controller is plugged in to the extension cord.
- Check that the extension cord is plugged in to an electrical socket.

If the lights do not turn on even though the light controller is on and the instructions above have been followed:

- Check that an XLR cable is plugged in to the light controller's output (at the right side of the back panel) and that the cable is properly attached.

User Instructions for Alina Hall's Dishwasher

1. Put the lint filter and the drain hose into their places.
2. Start up the machine by pressing the power button. The machine will take in water and warm it up for a couple of minutes.
3. Start the washing cycle by pressing the START button for about a second. The cycle takes around three minutes, and the temperatures and programmes have been predefined. The machine will automatically take in laundry detergent and softener.
4. Empty the machine by pressing the empty button for several seconds.
5. Shut down the machine by pressing the power button.

Wash the insides of the machine and leave it clean for the next user. You can leave the drain hose between the lid of the machine to allow air to circulate and the interior of the machine to dry. Bottles of detergent and softener can be found in a cupboard to the left of the machine. If either is close to running out or has run out, please notify the Services Office as soon as possible.

If you use dishes with their own washing racks in the premises, please make sure that they do not get mixed up with Alina's racks. Alina's racks have 'HYY' engraved on the side.