**Application for organisational premises 2020**

|  |  |  |
| --- | --- | --- |
| 0 Filled in by HYY’s Services Office |  |  |
| 1 \_ \_ \_ \_ (org. no.) |  |  |
| Arrived on: |
|  |

|  |  |  |
| --- | --- | --- |
| 1 Contact information | | |
| Name of organisation |  | |
| Contact information of the person in charge of the matter | Name | |
| Email | Phone number |

|  |  |  |
| --- | --- | --- |
| 2 Background information  (If necessary, continue on a separate piece of paper. However, please retain the structure of the application.) | | |
| What premises does your organisation currently have in use? (including premises other than HYY’s) |  | |
| What other organisations use the same premises as you? |  | |
| Would you like to continue in the same premises with the other organisations using the same premises? | Yes  No | Justifications |
| Are you applying for the premises jointly with other organisations? Which ones? | No  Yes, the following organisations: | |
| Comments on how your cooperation with the other organisations operating in the premises has gone |  | |
| Comments on the suitability of the premises for your use |  | |
| With which organisations would you want to operate in the same premises and why? |  | |
| With which organisations would you not want to operate in the same premises and why? |  | |
| Does your organisation have any special requests regarding the premises? |  | |
| In case your organisation has previously had difficulties following the ordinances for the premises, please describe how you have planned to avoid such situations in the future. |  | |
| How does your organisation take care of its premises? (E.g. do you organise regular cleaning sessions, do you have rules related to the premises, etc.) |  | |

|  |  |  |
| --- | --- | --- |
| 3 Need for organisational premises | | |
| What purpose do you need the premises for? (Select one or more options.) | As an office  As meeting space  As a place for social gatherings  As storage space | For some other purpose?  Describe what the other purpose would be here |
| Would your use of the premises focus on a specific time of the year/month/day? |  | |
| Estimate of the number of users in the premises per occasion |  | |
| Estimate of instances of using the premises per week |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| 4 Premises you are applying for | | | |
| We are applying for premises for our organisation | From Domus Gaudium | | |
| From Mechelininkatu 3 D | | |
| From the New Student House |  |  |

NOTE! An application signed by persons entitled to sign the name of the organisation must be returned to HYY’s Services Office (at Mannerheimintie 5 B, 2nd floor, or as a scanned version to [jarjesto@hyy.fi](mailto:jarjesto@hyy.fi)) by 3.00 pm on Wednesday 29 April 2020.

Applications that arrive late or have not been signed will not be processed.

|  |  |
| --- | --- |
| 5 Signature of the association | |
| We declare that the information provided in this application is correct.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ / \_\_\_\_ 2020  Place Date | |
| Name of the association | |
| Signature | Signature |
| Clarification of signature | Clarification of signature |
| Position in the organisation | Position in the organisation |