**Application for organisational premises 2020**

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| 0 Filled in by HYY’s Services Office  |  |  |
| 1 \_ \_ \_ \_ (org. no.) |  |  |
| Arrived on: |
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| 1 Contact information |
| Name of organisation |  |
| Contact information of the person in charge of the matter | Name |
| Email | Phone number |

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| 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.) |  |

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| 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 |  |

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| 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) by 3.00 pm on Wednesday 29 April 2020.

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

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| 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 |