



HELSINGIN
YLIOPISTON
YLIOPIILASKUNTA

STUDENTKÄREN
VID HELSINGFORS
UNIVERSITET

STUDENT UNION
OF THE UNIVERSITY
OF HELSINKI

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Translation of the Contract for
organisational premises for 2021–2023

N.B. Interpretation of the contract in any
situation will be made according to the
Finnish text

CONTRACT FOR ORGANISATIONAL PREMISES

1. Contract parties

Owner of the operational premises

Student Union of the University of Helsinki (later ‘HYY’)

Holder of the right to use the operational premises

[OFFICIAL NAME OF THE ORGANISATION]

2. Purpose of the contract

As part of supporting the activities of the organisations operating under it, HYY assigns the organisation operational premises which the organisation has the right to use.

The right to use the premises is based on the decision made by HYY’s Board on 22 October 2020 on the allocation of organisational premises. A copy of the decision is appended to this contract.

3. Operational premises under discussion

[NAME AND ADDRESS OF THE PREMISES]

4. Purpose of use

The premises are classified as office premises in which the organisation may conduct its activities. The organisation does not have the right to use the premises for conducting other activities than those mentioned as the purpose of use.

5. Contract length



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This contract is in effect for the term of 1 January 2021–31 December 2023. The right of use begins on 1 January 2021 and the contract ends on 31 December 2023 unless it is terminated before this. HYY's Representative Council makes annual decisions on organisational premises in connection with the budget proceedings. HYY's Board can change the terms of this contract unilaterally after receiving a statement on this from the Financial Committee.

6. Termination and annulment of contract

The organisation has the right to terminate the contract during the contract period. If the organisation terminates the contract, the period of notice is one (1) month.

HYY can terminate this contract with immediate effect with no claims from the organisation in case the organisation does not comply with the contract, the user guideline for organisational premises, operating principles or other given instructions. Organisations that no longer hold the right to operate under HYY also lose their right to use HYY's premises at the same time.

7. Usage compensation

HYY's Representative Council decides on the usage compensation annually in connection with the budget proceedings. At the time of signing this contract, the usage compensation is zero (0) euros. HYY pays for cold and hot water as well as internet connection and electricity for the premises it owns.

8. Separate compensations

The organisation makes contracts for any other commodities it requires and is responsible for any costs caused by them.

9. Maintenance and responsibility for maintenance

The organisation is responsible for taking care of the operational premises and any other possible premises used by the organisation in a careful manner. The organisation is always responsible for the maintenance and reparation of furniture and devices it owns or otherwise uses for its operations. In addition to this, the organisation is



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responsible for the maintenance, reparation and storing of furniture and devices owned by HYY, unless otherwise agreed in writing. Kitchen fixtures, household appliances included, are HYY's property, unless otherwise agreed in writing. The organisation has the right to upgrade the appliances in its premises at its own expense after first making an agreement on the matter with HYY's specialist in organisations.

The organisation is liable to compensate HYY for any damages that a person present in the premises with the organisation's permission has caused to the premises either wilfully or due to negligence or other carelessness.

The organisation is responsible for its own activities in the premises as well as for the safety of events organised in its premises.

The organisation, the organisation's chair (or corresponding official) and the organisation's board have joint responsibility for any damages to the premises used by the organisation and to movable property owned by HYY that are not caused by normal wear.

HYY and the organisation make separate agreements on any alterations and renovations to the property, alterations required by the organisation's operations and the execution and costs thereof. HYY makes the final decisions on conducting any alterations.

10. Alteration work by the user of the premises

The organisation does not have the right to make any alteration work in the premises without HYY's written permission. Any alteration work conducted in the premises remain there after the contract ends, and the organisation does not have the right to receive compensation for alteration work it has conducted, unless otherwise agreed in writing when the permit decision was made.

11. Alteration work by HYY

HYY has the right to conduct normal reparations and alterations in the premises after having informed the organisation of the work in advance. The exceptions to this are work demanding urgent reparation, which may be undertaken immediately, and small



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maintenance work that can be conducted without disturbing the organisation's activities.

A notification of non-urgent alterations and reparations that cause substantial inconvenience for the use of the premises must be given a reasonable amount of time before the work is to be done, and a minimum of seven (7) days in advance.

12. Insurances

HYY has insured the property for water, sewage and fire damages. The insurance does not cover damages to the organisation's property or to any third party's property located in the rented premises.

The organisation is responsible for insuring its own movable property, any third parties' property under the organisation's control and the premises to the extent that it is responsible for them.

13. Re-leasing and subleasing

The organisation may not transfer its 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.

After receiving permission from HYY to re-lease or sublease the premises, the organisation still remains responsible for the duties towards HYY that the rental contract imposes on the organisation.

14. Keys

After the user contract has been signed, personal keys to the premises are handed over to the person signing for the keys. The keys are personal to their users, and the organisation or its actors may not pass them on or change the person holding them on their own initiative.



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The organisation is obligated to create a register of the persons to whom the keys are granted. This register must be delivered to HYY's Services Office annually by 31 January. The keys are granted based on the delivered register.

The register may be maintained by the organisation defined as the main user of the premises, a collective body of the organisations using the premises or the organisation itself.

A report on lost keys must always be made to the organisational services secretary in HYY's Services Office who will process the reports on a case-to-case basis.

15. Ordinances and other instructions and regulations

The organisation must comply with the user guideline for organisational premises and, as applicable, the user guidelines of festive premises that are located near the premises, such as Alina Hall, as well as other instructions and regulations given by HYY. Together with the other parties using the premises, the organisation must create user guidelines and principles of safer space (or a corresponding document) for the premises and deliver them to HYY.

Unless otherwise agreed, the organisation is obligated to clean the premises and clear them of its own devices and furniture once the contract ends. The organisation is obligated to hand over the premises back to HYY in the condition they were in when the contract began, except for natural wear.

16. Appendices

Besides the actual contract form, this contract also includes the following appendices:

Appendix 1. Floor plan

Appendix 2. User guideline for organisational premises

Appendix 3. HYY's Board's decision 36/2020

17. Copies of the contract



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Two copies of identical wording have been made of this contract and its appendices, one
for each party.

18. Date, time and signatures

We assure that we have read this user contract and its appendices and commit to
comply with them.

Helsinki, 23 October 2020

Student Union of the University of Helsinki

Aaro Riitakorpi, Secretary General

Organisation's signatures

Signature

Signature (if more than one)

Clarification of signature

Clarification of signature