

HYY'S INFO SESSION ON PREMISES

Autumn 2020

CONTRACT FOR ORGANISATIONAL PREMISES – REGULAR ITEMS

- Items 1–8 are regular contract items:
 - Contract parties, purpose of the contract, operational premises under discussion, purpose of use, etc.
 - Relevant matters:
 - Purpose of use: officially, the premises are categorised as office premises – accommodation is prohibited.
 - Termination and annulment of contract:
 - The organisation has the right to terminate the contract. In this case, the period of notice is 1 month.
 - HYY may terminate the contract with immediate effect if the contract terms are broken, for instance.
 - We have not had to apply this rule for a very long time.
 - Contract length: Until the end of 2023 by default. HYY may change the terms of the contract.
 - Usage compensation: No compensation at the time of signing the contract – the premises are free until otherwise decided.

CONTRACT FOR ORGANISATIONAL PREMISES – MAINTENANCE AND RESPONSIBILITY FOR MAINTENANCE

- Item 9: Maintenance and responsibility for maintenance
 - The organisation is responsible for maintaining the premises and any other premises (owned by HYY) it may have in its use in a careful manner.
 - Keep the premises clean and in good condition.
 - The organisation is responsible for the maintenance and reparation of the furniture and devices it owns or otherwise uses in its operations.
 - You are responsible for your own acquisitions.
 - In addition to this, the organisation is responsible for the maintenance, reparation and storing of furniture and devices owned by HYY, unless otherwise agreed in writing.

CONTRACT FOR ORGANISATIONAL PREMISES – MAINTENANCE AND RESPONSIBILITY FOR MAINTENANCE

- Kitchen fixtures, household appliances included, are HYY's property, but the organisation has the right to upgrade the appliances at its own expense after first making an agreement on the matter with HYY's specialist in organisations.
 - It is ok to improve things, you just need to agree on the matter with HYY first.
- The organisation is liable to compensate for any damages caused in the premises.
- The organisation is responsible for activities occurring in the premises and the safety of events organised in the premises.
- The organisation, its chair and its board have joint responsibility for any damages to the organisation's premises or 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 all related matters. HYY makes the final decisions on conducting any alterations.

CONTRACT FOR ORGANISATIONAL PREMISES – ALTERATION WORK

- Item 10: Alteration work by the user of the premises
 - Not without HYY's written permission. Any alteration work conducted in the premises will remain there after the contract ends and will not be compensated for unless otherwise agreed in writing when the permit decision was made.
- Item 11: Alteration work by HYY
 - HYY has the right to conduct normal reparations and alterations in the premises after having informed the organisation of this in advance.
 - Urgent situations and small maintenance work are considered exceptions: in urgent situations, work is started immediately, while small maintenance work is done in a way that does not disturb the organisations' activities.
 - Notification time on non-urgent work that causes disturbance is at least 7 days.
 - HYY always strives to inform you as early as possible.

CONTRACT FOR ORGANISATIONAL PREMISES – INSURANCES AND SUBLEASING

- Item 12: Insurances
 - HYY has insured its properties for water, sewage and fire damages.
 - The insurance does not cover damages to the organisation's property or to the property of any third party.
 - The organisation is responsible for insuring its own property, the property of any third party and the premises as regards the part for which it is responsible.
- Item 12: Re-leasing and subleasing
 - Not without HYY's written permission.
 - If a permission is granted, the organisation still remains responsible for the use of the premises.

CONTRACT FOR ORGANISATIONAL PREMISES – KEYS

- Item 14: Keys
 - **THE KEYS ARE PERSONAL TO THEIR USERS: YOU MAY NOT TURN THEM OVER TO ANYONE OR CHANGE THE PERSON IN CHARGE OF THEM.**
 - The keys are handed over to the person signing for them (from the Services Office) when the user contract has been signed and the key register delivered.
 - Key register
 - The organisation must decide who gets the keys to the premises.
 - The register may be maintained by the organisation itself, or its maintenance may be assigned to the main user organisation of the premises or the facility conclave.
 - You must **ALWAYS** make a report on lost keys to the organisational services secretary in HYY's Services Office.

CONTRACT FOR ORGANISATIONAL PREMISES – ORDINANCES, ETC.

- Item 15: Ordinances and other instructions and regulations
 - You must comply with the user guideline for organisational premises.
 - You must also, as applicable, comply with the user guidelines of festive premises located nearby (most importantly Alina Hall).
 - You must comply with any instructions and regulations given by HYY.
 - Instructions and regulations are usually given by the specialist in organisations, the member of HYY's Board in charge of organisations, the chief financial officer and the organisational services secretary. Other possible parties giving instructions may include the chairs of the Student Organisations Committee, members of HYY's Board and HYY's personnel.
 - Unless otherwise agreed, the organisation must clean the premises and clear them of its own items once their contract ends.
 - With the exception of natural wear, the premises should be in the condition they were in when the contract began.

CONTRACT FOR ORGANISATIONAL PREMISES – OTHER MATTERS

- Item 16: Appendices
 - The appendices include a floor plan of the premises, the user guideline for organisational premises and the list of decisions from the Board meeting in which the allocation of premises was decided.
- Item 17: Copies of the contract
 - One for each party.
- Item 18: Date, time and signatures
 - Both parties commit themselves to the contract.

HYY'S USER GUIDELINE FOR ORGANISATIONAL PREMISES

USER GUIDELINE FOR ORGANISATIONAL PREMISES IN GENERAL

- Partially repeats the same things as the contract. This is intentional.
- The aim is to maintain a pleasant and safe environment: the guideline applies to both the organisations that use the premises and their members and guests.
 - The organisation must take care of the cleanliness and condition of the premises.
 - Organisations have joint responsibility for the cleanliness of the corridors and the kitchen and toilet facilities they use as well as the condition of lighting in these facilities.

USER GUIDELINE: SAFETY

- Lock the doors when leaving the premises.
- Do not wedge open locked doors, the front doors of buildings in particular.
- Information on the buildings' security practices is not to be disclosed to outsiders.
- The organisation is responsible for access control in the premises during events.
- No open flame is allowed in the premises, not even candles.
 - Smoke machines neither, even if they are not specifically forbidden.
- The organisation is responsible for there being a functional fire detector in the premises.
- Smoking indoors is forbidden (except for the smoking room in Alina Hall). Smoking in front of the front doors of the New Student House is also forbidden.

USER GUIDELINE: SAFETY

- Spending the night in the premises is not allowed.
 - HYY's premises are marked as office premises -> in case of a fire or some other kind of accident in the middle of the night, for instance, HYY's premises are not a priority for the rescue services, as no-one is expected to live in them.
 - Sleeping should thus be done at home, not in HYY's organisational premises.

USER GUIDELINE: CONTROL OF ACTIVITIES

- Neighbours and other users of the premises must not be disturbed.
- Events held on the premises must not spread out to the hallways, into the halls or outside the buildings.
- If you plan to hold a large party on the premises, you must inform HYY in advance.
 - We do expect organisations to host their own festive events on the premises, but if you are planning something larger than usual, you should inform HYY in advance so that we can ensure that fire safety matters are taken care of, for instance.
 - This applies to the New Student House in particular.
- For the applicable parts, HYY's User Guideline for Festive Premises should be followed in festive events (e.g. security persons, organising responsibility, access control).

USER GUIDELINE: RESPONSIBILITY FOR MOVABLES

- It is prohibited to throw, drop or fly anything from the balcony, from the windows or in the staircases.
 - This is dangerous and leads to sanctions at the New Student House in particular due to its seriousness.
- Taking food or drinks onto the balcony is forbidden.
- Sliding down the stairs is forbidden in all forms.

USER GUIDELINE: OTHER MATTERS

- The right of use may not be transferred to others or subleased, etc. without HYY's written permission.
- You must comply with instructions and regulations given by HYY's representatives as well as the Public Order Act (and laws in general).
- Breaking the stipulations of the User Guideline may lead to the cancellation of the user contract.
 - Cancellation is an extreme example, other sanctions, such as prohibitions of use, are more common.
- The guideline must be placed in a visible location on the organisational premises.
 - User guidelines in A3 size are delivered to organisational premises in three languages.

OTHER REQUIREMENTS RELATED TO PREMISES

- Facility clusters must have both their own internal guidelines and principles of safer space or a similar document in use.
- HYY wants to see these documents – check yours to see whether they need an update and then send them to the specialist in organisations (jarjestosihteer@hyy.fi) by the end of February 2021.
- All premises must have their own ‘facility conclave’, just as before. You should send the contact details of this body’s chair to the specialist in organisations once any new officials have been selected.

SPECIAL REGULATIONS ON SPECIFIC PREMISES AND OTHER MATTERS

- The regulation prohibiting activities that disturb the other users of the building between 7 am and 6 pm remains in effect for Mechelininkatu 3D and Domus Gaudium.
 - E.g. loud music
- The bodies managing the premises have the right to impose sanctions on organisations that break internal rules.
 - If needed, however, HYY will process the matter, especially in case of more serious offences that violate the rules set by HYY.

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