

# RULES AND TERMS FOR THE USE OF MEETING FACILITIES

The Student Union offers the following meeting facilities for organisations operating within it: Wilhelmsson Hall, Seppäle, Barrikaadi and Kabinetti.

The meeting facilities are free to use. There is no set number of times an organisation can use the meeting rooms, but one organisation may only have a maximum of five reservations in HYY's booking calendar at any given time. Meeting facilities are not offered for use during the summer or the University's Christmas break.

In case the organiser needs a separate key for the meeting space, it should be picked up before the event from HYY's Services Office during its opening hours. Only one key is provided per organisation. The key is returned to HYY's Services Office after the event as agreed.

The meeting facilities are only offered for organisations operating under HYY to use themselves. *The meeting facilities may not be reserved for the use of private individuals under the organisation's name.* It is forbidden to organise parties in meeting facilities – all parties must be held in Alina Hall.

The meeting facilities are covered by HYY's User Guideline for Organisational Premises when applicable. This means that sleeping on the premises or making open fire in them is not allowed. Any activities on the premises must not disturb other people in the property. The facilities must be left in a clean condition after use. Any flaws in the premises should be reported to the Services Office. No items owned by the organisations may be left in the kitchens located in connection to the meeting facilities. This covers both dishes and food.

The event organiser is responsible for any broken structures, furnishings, equipment, etc., as well as for cleaning and collecting lost property after the event. Any material damages must be reported and lost property delivered to HYY's Services office in the morning of the next weekday.

After the event has finished, the user must check that all premises (including toilets) are empty and in working order. All doors must be closed and locked and lights turned off. The organisers are not allowed to leave any of their own items or items owned by HYY's rental services on the premises when they leave after the event. It is not safe to store items on the premises, and they also impede cleaning. Please negotiate with the Services Office on the storing of any items.

## SANCTIONS

A fine of €35 is charged for not collecting the key or collecting it outside the opening hours of the office.



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A fine of €35 is charged for returning the key late.

In case of a lost key, a written report of loss should always be made to the Chief Financial Officer of the Student Union who handles the reports on a case-to-case basis. A fine of €35 is charged from the party that lost the key.

If it turns out that the meeting facilities have been rented for other use than the organisation's own use or that the conditions of the user agreement have been violated, the organisation may be banned from using all HYY's premises for a maximum of two years after a written clarification. Any possible reservations of premises made previously will also be cancelled in such cases.

HYY's Chief Financial Officer decides on the consequences based on the proposal of the specialist in charge of organisations. The decision may be appealed to the Financial Committee of HYY's Board within 14 days of the decision having been made.