

# RULES AND TERMS FOR THE USE OF THE SIVISTYS SAUNA

Organisations operating under HYY may rent the sauna as follows:

Sun–Thu €120 / 8 h (8 am–4 pm or 6 pm–2 am)

Fri–Sat €170 / 8 h (8 am–4 pm or 6 pm–2 am)

The largest permitted number of persons at Sivistys is 40.

To rent the sauna, the organisation must deliver a power of attorney signed by a person with the right to sign for the organisation when collecting the keys. The power of attorney must indicate the organisation's commitment to rent the sauna.

A reservation at Sivistys may be cancelled for free 14 days before the reservation at the latest. If the reservation is cancelled 7-13 days before the reservation date, a fine of €35 is charged. If the cancellation is done less than 7 days before the reservation date or the key is not collected at all, a fine of €70 is charged. A fine of €35 is charged for collecting the key outside office hours.

The key to Sivistys must be returned to the Services Office within office hours on the next weekday after the reservation at the latest. A fine of €35 will be charged if the key is returned late.

The facilities are meant only for the organisations' own use. The sauna may not be reserved for the use of private individuals under the organisation's name. If it turns out that the sauna facilities have been rented for other use than the organisation's own use or 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. In cases of misuse, the organisation may be charged the actual total costs of using the facilities.

The organiser is charged for expenses caused by any damages on the premises or inadequate cleaning, such as the additional fees of hired cleaners (around €110–850, depending on the amount of extra work) or the price of any new equipment purchased to



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replace broken ones. Other fines or sanctions may also be imposed 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.

The sauna 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 in the sauna facilities must not disturb other people in the property.

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 must take the trash to the trash containers in the waste shelter. The location and door code of the shelter can be found on the premises and will also be given to the users when picking up the keys. If the dishes provided for Sivistys by HYY are used in the event, the used dishes must be washed, dried and organised neatly back into the cupboards. The organisers are not allowed to leave any of their own or HYY's rental devices on the premises when leaving the premises after the event has ended. No items brought in by the organisations may be left in the kitchen located in the facilities. This covers both dishes and food.

The organisation must take into account that the facilities are not cleaned on Sundays. When Sunday reservations begin, the facilities are exactly in the same state the last user of the facilities has left them in.

HYY reserves the right to change these rules and terms.