

# TERMS AND CONDITIONS OF ALINA HALL'S USER AGREEMENT

Alina Hall is only rented to organisations operating under HYY. The hall may not be rented for private individuals on behalf of the organisation.

Parties may be organised in Alina Hall twice in the spring (1 January–31 May) and twice in the autumn (15 August–31 December). The premises are not rented for party use during the Services Office's summer and Christmas breaks. Additional user reservations may be inquired from the organisational services secretary.

## ORGANISING PARTIES

The advertising of events where alcohol is served and which are organised on HYY's premises is prohibited outside the University community.

Parties may only be organised in Alina Hall. Partying must take place only in the reserved space, and not in staircases, for instance. The representatives of the organisations that have club rooms on the same floor as the festive event have the right to use their own premises during an event as long as they do not disturb it.

The organiser of the party must appoint four security persons from among themselves. These security persons must fill out the security person agreement form and deliver it to HYY's Services Office when collecting the keys. All security persons must have read the user instructions and safety regulations for Alina Hall before signing the user agreement. The security persons must monitor general order at the party and, if necessary, apprehend any person who causes disturbance or remove them from HYY's premises (with the help of security guards, if necessary). The security persons must wear vests designed for security guards or other clear identification and they are not allowed to be intoxicated. The security persons and the person named in charge of the party must be reachable at all times in case parties such as the security guards, HYY's representatives or the police wish to contact them as well as be able to answer their questions and operate according to their instructions.

If the occasion is a so-called open party, the organiser must keep at least one security person at the front door of the New Student House during the whole event. In other cases, the front door and the doors to the actual party hall must be closed during the whole event. The doors must not be wedged open.

Decorations may only be attached to the surfaces reserved for them on the walls of the hall. Using duct tape or package tape is prohibited. The decorations must be removed as soon as



the event has ended. Handling the lights or fixed electrical equipment is strictly prohibited due to safety reasons.

Entrance to the event must end by 3.30 am at the latest, and the whole event must finish at 4.00 am at the latest. The premises must be cleaned and emptied by 6.00 am at the latest.

Cleaning the party premises must follow the instructions available in the booklet made for the users of Alina Hall, which can be picked up at HYY's Services Office.

If the organisers notice that these conditions are not followed, they must either inform the representatives of the security services and ask them for help or suspend the event. The event must always be suspended if there are underaged persons on the premises or if there is a suspicion or evidence of drug use. The Securitas guards of the Kaivopiha area can be reached at 040 585 0791 during the day and at 040 581 7574 during evenings and nights.

## SAFETY REGULATIONS

The user of the premises is responsible for the safety of the individuals taking part in their event.

The capacity of Staircase A of the New Student House is 240 persons, and the capacity of Alina Hall is 100 persons. These numbers are based on the instructions given by the fire authorities and HYY Real Estate. The organiser is responsible for monitoring the number of people present. In emergencies, exceeding the capacity may cause serious danger.

Making any form of open fire, including the burning of candles, tea lights and outdoor candles as well as flambéing, is strictly prohibited on all HYY's premises! The use of smoke machines is also prohibited. Smoking is permitted only in the smoking room of Alina Hall.

Handling the first-aid extinguishing equipment, emergency exit signs, etc., without real danger is prohibited in accordance with the Rescue Act (379/2011). Emergency routes must always be kept unobstructed.

Outsiders do not have to be let in to any of HYY's premises. If necessary, guests may be asked to present their student cards at the entrance. If they do not have the card, they do not have to be allowed in.

## BOOKING CONDITIONS

Those organising a party in Alina Hall are charged a rent of €100.

The rent is paid to HYY's Services Office when collecting the keys and signing the user agreement. Only one key is provided per organisation.



The keys must be returned as agreed, the hall cleaned appropriately and the event arrangements carefully dealt with. If the key to the reserved space is returned late but the event has otherwise run smoothly, we will charge a fine of €35 for late delivery.

## USE OF THE PREMISES

The rented premises must be immediately inspected and any shortcomings reported to HYY's Services Office.

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 on 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, including with a safety lock, 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

Reservations for Alina Hall may be cancelled a minimum of 14 days before the reservation. If the reservation is not cancelled and the key is not collected, a fine of €100 will be charged. A fine of €35 is charged for not collecting the key or collecting it outside office hours.

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

In case of a lost key, a written report of loss should always be made to HYY's Services Office, which handles the reports on a case-to-case basis. A fine of €35 is charged from the party that lost the key.

A maximum fee of €100 may be charged from the organiser for damages that have occurred in the premises or insufficient cleaning. The organiser can also be charged for expenses caused by negligence, such as the additional fees of hired cleaners (around €85–€850, depending on the amount of extra work) or the price of any new equipment purchased to replace broken ones.

## CONSEQUENCES

If the premises are used for illicit purposes or the conditions of the user agreement are violated during the event, the organisation may be banned from using all HYY's premises for a



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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.