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UNIVERSITET
STUDENT UNION
OF THE UNIVERSITY
OF HELSINKI

Terms and conditions of the user agreement for meeting and festive premises

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1 TERMS AND CONDITIONS OF THE USER AGREEMENT FOR THE SIVISTYS SAUNA

The Sivistys sauna is only rented to organisations operating under HYY. The sauna may not be reserved for the use of private individuals under an organisation's name.

1.1 TERMS OF RESERVATION

Organisations operating under HYY may rent the sauna as follows:

Sun–Thu €160 / 8 h (8 am–4 pm or 6 pm–2 am)

Fri–Sat €220 / 8 h (8 am–4 pm or 6 pm–2 am)

The largest permitted number of people 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.

1.2 USE OF THE PREMISES

The sauna facilities are covered by HYY's User Guideline for Organisational Premises when applicable. This means that sleeping on the premises, for instance, is forbidden. Making any form of open fire, including but not restricted to burning candles and outdoor candles as well as flambéing and using smoke machines, is also prohibited. 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 working day.

After the event has ended, 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 at the waste collection point. The location and door code for the collection point can be found on the premises and will also be given to the users when they pick up the keys. If the dishes provided for Sivistys by HYY are used at 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 items or items owned by HYY's rental services on the premises when they leave after the event. 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 thus in the same state that the last user has left them in.

1.3 SANCTIONS AND CONSEQUENCES

A reservation at Sivistys may be cancelled for free no later than 14 days before the reservation. If the reservation is cancelled 7–13 days before the reservation, a fine of €70 will be charged. If the cancellation takes place less than 7 days before the reservation or if the key is not collected, a fine of €120 will be charged. A fine of €35 is charged for collecting the key to the reserved premises outside office hours.

The key to Sivistys must be returned to the Services Office during its opening hours on the next working day after the reservation at the latest. A fine of €35 is collected for the late return of the key.



The premises are only meant to be used by the organisations themselves. The sauna may not be reserved for the use of private individuals under an organisation's name. If it turns out that the sauna facilities have been rented for other purposes 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 providing 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 replace broken ones. Other fines and sanctions may also be imposed in such cases. The sanctions are set by HYY's chief financial and service officer based on a proposal by 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.

HYY reserves the right to change these terms and conditions.



2 TERMS AND CONDITIONS OF ALINA HALL'S USER AGREEMENT

Alina Hall is only rented to organisations operating under HYY. The hall may not be reserved for the use of private individuals under an organisation's name.

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.

2.1 ORGANISING PARTIES

Parties may only be organised in Alina Hall. Partying must take place only in the reserved space, 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 principles for Alina Hall before the reservation. 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 in charge of the party must be available at all times in case people 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 follow their instructions.

If the event has free entry, the organiser must keep at least one security person at the front



door of the New Student House for the entire duration of the event. In other cases, the front door and the doors to the hall itself must be kept closed for the entire duration of the 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, and the entire event must end by 4.00 am. The premises must be cleaned and emptied by 6.00 am.

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 people on the premises or if there is suspicion or evidence of drug use. The Securitas guards of the Kaivopihä area can be reached at 040 585 0791 during the day and at 040 581 7574 during evenings and nights.

2.2 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 people, and the capacity of Alina Hall is 100 people. 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 but not restricted to burning candles and outdoor candles as well as flambéing and using smoke machines, is also prohibited. Smoking is only permitted 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 a student card, they do not have to be allowed in.

2.3 TERMS OF RESERVATION

Those organising a party in Alina Hall are charged a rent of €120.

The rent is paid at 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 after the event and the event arrangements handled with care. 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.

2.4 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 in the morning of the next working day.

After the event has ended, 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.



2.5 SANCTIONS AND CONSEQUENCES

Reservations to Alina Hall may be cancelled no later than 14 days before the reservation. If the reservation is not cancelled and the key is not collected, a fine of €120 will be charged. A fine of €35 is charged for collecting the key to the reserved premises outside office hours.

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 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 may 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.

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 maximum of two years after a written clarification. Any possible reservations of premises made previously will also be cancelled in such cases.

The sanctions are set by the chief financial and service officer based on a proposal by 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.



3 TERMS AND CONDITIONS OF THE USER AGREEMENT FOR MEETING FACILITIES

The Student Union provides organisations operating within it with the following meeting facilities: Wilhelmsson Hall, Seppele, Barrikaadi and Kabinetti.

3.1 USE OF THE PREMISES

Using the meeting facilities is free. The number of times an organisation can use the meeting facilities is not restricted, but one organisation may have a maximum of five reservations in HYY's booking calendar at any given time. Meeting facilities are not available for use during the summer or the University's Christmas break.

Keys to the meeting facilities are 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 provided to organisations operating under HYY for their own use. *The meeting facilities may not be reserved for the use of private individuals under an organisation's name.* Parties may not be organised in the meeting facilities.

The meeting facilities are covered by HYY's User Guideline for Organisational Premises when applicable. This means that sleeping on the premises, for instance, is not allowed. Making any form of open fire, including but not restricted to burning candles and outdoor candles as well as flambéing and using smoke machines, is also prohibited. Any activities in the meeting facilities 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 property 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 working day.



After the event has ended, 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.

3.2 SANCTIONS AND CONSEQUENCES

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

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

In case of a lost key, a written report of loss must always be made to the Student Union's chief financial and service officer, 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 purposes 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 providing a written clarification. Any possible reservations of premises made previously will also be cancelled in such cases.

The sanctions are set by HYY's chief financial and service officer based on a proposal by 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.