

# User agreement for Alina Hall

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## General information

In Alina Hall, parties can be organised twice in the spring (1 Jan–31 May) and twice in the autumn (15 Aug–21 Dec). The premises may not be used for parties in the summer. Additional user reservations can be inquired from the secretary for organisational affairs.

## The organising of parties

The advertising of events organised on HYY's premises where alcohol is served is prohibited outside the academic community.

Parties can only be organised in Alina Hall. Partying must take place only in the reserved hall and not in staircases, for example. The representatives of the organisations which have club rooms on the same floor have the right to use their own premises during an event without being disturbed.

The organiser of the party has to appoint four security persons from among the organisation who have to fill out the security person contract and deliver it to the HYY's Services Office when collecting the keys. At least one of the security persons must have attended HYY's user training for Alina hall. The security persons must supervise the general order of the party and, if necessary, catch or remove a person who causes disturbance (with the help of security guards, if necessary). The security persons must wear security person vests or other clear identification and they are not allowed to be intoxicated. The security persons and the organiser of the party have to be reachable at all times in case that security guards, HYY representatives or police want to contact them. Security persons must be able to answer questions and operate according to instructions.

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

Decorations can only be attached to the surfaces which are reserved for them on the walls. **Using duct tape or package tape is prohibited.** Decorations have to be removed as soon

as the event is finished. Touching the lights or stationary electrical equipment is strictly prohibited due to safety reasons. **The entrance to the event must be closed by 3.30am at the latest and the whole party must finish at 4am at the latest. The hall must be cleaned and emptied by 6am at the latest.**

Cleaning must follow the instructions available in the booklet made for the users of Alina Hall and it can be collected from HYY's Services Office.

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

### **Security regulations**

The user of the premises is responsible for the safety of the persons who take part in their event.

**The capacity of the 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 by the fire authorities and HYY Real Estate. The supervision of the number of visitors is the responsibility of the organiser. Exceeding the number of persons can cause a serious danger in case of an emergency.

**All forms of open fire, including candles and outdoor candles, are strictly prohibited on all HYY premises!** The smoke machines are also prohibited. Smoking is permitted only in the smoking room of Alina Hall.

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

**Non-members must not be let in to any HYY 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**

Organisers using Alina Hall are charged the rent, €70 and the user deposit of €100 which is refunded when the keys and the final check-up form are returned as agreed and when the hall is cleaned properly and the event arrangements are not neglected. If the key is returned late but otherwise everything is in order, the fine of €35 for the late delivery is charged from the user deposit. The users of other premises are charged a €35 key deposit which is refunded when the keys are returned to HYY's Services Office as agreed.

The deposit and the possible rent are paid to HYY's Services Office when collecting the keys and signing the user agreement and completing the initial check. Only one key is provided for each organisation.

## **Premises use**

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

The event organiser is responsible for any broken furnishings, equipment, etc., and for cleaning and collecting lost property after the event. Any material damage must be reported and lost property delivered to HYY's Service Office in the next weekday morning.

After the event is finished, you must check that all premises (including toilets) are empty and in good order. Close all the doors and lock them with a security lock. Turn the lights off. The organisers are not allowed to leave any of their own or HYY's rental devices on the premises. It is not safe to store belongings on the premises and they also make cleaning difficult. If you want to leave any belongings on the premises, please negotiate with the Services Office in advance.

## **Sanctions**

The fine of €35 is charged if you do not collect the key or if you collect it outside the office hours.

If you lose the key, always make a written report of loss to the Secretary General of the Student Union who handles the reports case-specifically. If you lose the key, you will be charged the fine of €35, in addition to which the expenses for the new key (approx. €35/key) and changing the locks (approx. €120/lock) may be charged.

The organiser is charged for the expenses caused by any damages on the premises or inadequate cleaning (such as the additional fee of hired cleaners, approx. €85–850 depending on the amount of extra work) or for the price of new equipment. The user deposit will also be withheld in such cases.

If the premises are used for illicit purposes or the conditions of the user agreement are violated, the organisation may be banned from using all HYY's premises for the maximum of two years after a written clarification. Any possible premises reservations will also be cancelled in such cases.

HYY's Chief Economic Officer decides on the consequences based on the proposal of the Secretary for Organisational Affairs. The organisation may appeal against the decision to the Financial Committee of the HYY Board within 14 days of the decision.