

RULES AND REGULATIONS OF KY'S PREMISES

1 § SCOPE OF APPLICATION

These rules and regulations apply to Aalto University Business Students' premises at Konemiehentie 4 ("Espilä"), Konemiehentie 1 ("Saha") and Metallimiehenkuja 6 (MMK). KY's board and employees govern the compliance of these rules. In addition to the aforementioned, the people in the premises as well as the order of the premises are monitored by a security firm.

2 § RESERVATION RIGHTS

The following actors can use the premises free of charge:

- KY's committees and project teams
- Associations in KY's association register

The premises are rented outside of the aforementioned actors only with the permission of the Executive Director. There is a separate pricing list for this. The premises cannot be used for third party marketing activities.

All exceptions to these rules need to be requested separately from KY's office. Decisions are made by the Executive Director or in her/his absence, by the Chair of the Board.

KY office's events are of priority, if lapping reservations occur.

3 § AVAILABILITY OF PREMISES

The meeting rooms Tuomela and Contactor are open for reservations Monday to Saturday from 8.00 to 22.00. Montonen and Quiet working space 17.00-22.00, MMK 12.00-01.00 and Saha from 12.00 to 01.00. On Sundays the premises are not available for reservation.

Meeting rooms can only be reserved for meeting purposes.

Extended reservation permits are applied for with a separate form in KY's resource calendar. The request is approved or rejected by the Executive Director or in her/his absence, by the Culture Producer. The Executive Director grants the permit as she/he sees fit considering the premise and the event in question.

Staying in the premises after 22.00 (Saha and MMK 01.00) and on Sundays is only possible with a KY personnel card or with the extended reservation permit.

4 § RESERVING THE PREMISES

Premises are reserved mainly via Kyweb's resource calendar. In case that is not possible (or you face problems), you may contact KY's member service during opening hours. You must cancel your reservation at least one (1) week in advance in case you are not going to use it. If the reservation is not cancelled, the entity must pay a 50-euro fee. If an entity is paying for the premise (for example associations outside KY), the entity needs to pay 50% of the rent.

The entity that has reserved the space cannot transfer the reservation to another entity without the permission of Executive Director or service advisors. In this kind of situation, the reservation is being cancelled and transferred to another entity by KY employee.

Every event/reservation must have a person in responsibility, whose duties include (but are not limited to) forwarding the contents of these, as well as other rules and regulations to the attendants and other organizers of said event. During the event, the organizers are allowed to use only those premises they have reserved.

Organizers are obligated to get bouncers and/or other supervisors in case the number of guests and/or the nature of the event requires it. In unclear situations, the Executive Director (or in her/his absence, the Administrative Manager) and the member service employees determine if bouncers (or other supervisors) are needed in the event. The bouncers and/or other supervisors have the power to discontinue the event and remove people from the event, in case violations of law or these rules occur.

The person in responsibility must collect the key(s) and extended reservation permits from the member service employees. The keys are to be returned to the locked return box located in the premises. Lost or broken keys will be charged from the person or organization in responsibility.

5 § USERS' AND ORGANIZERS' RESPONSIBILITIES

Every person in the premises is responsible to make sure that the premises are left in good condition and that unauthorized people cannot enter the premises. Event organizers are subject to comply with detailed instructions on taking care of the premises. In case of noncompliance, the organizer is obligated to pay for cleaning fees with the decision of the Executive Director (or her/his absence, service advisors). Technical equipment needs to be handled with care and each user of said equipment must familiarize themselves and comply with the equipment instructions. When using Saha or MMK, the user must fill out the checklist at the beginning of every reservation.

Responsibilities concerning different premises are listed in separate documents:

- Saha ([link](#))
- MMK ([link](#))
- Espilä ([link](#))

All items that are broken must be compensated for. Ultimately the person named in responsibility when making the reservation is responsible for all accidents occurring during the event. In addition to the compensation of the items, an additional fine may be applied. The fine can be either financial or a task and it is decided by the Executive Director (or in her/his absence, the Administrative Manager). Breaking (or clearly by passing) the rules or not paying for the damages may result in terminating the organizer's reservation rights.

KY's premises have no licence to serve alcohol, so selling alcoholic beverages is strictly forbidden in all premises. Breaking this rule results in permanently terminating the organizer's reservation rights.

The Executive Director and ultimately the KY Board may apply fines and other charges according to the internal price lists confirmed by the board.

The KY Board has confirmed these rules and regulations in its meeting 28.10.2021 (KYH 28/2021).