

# GUIDELINES FOR THE USE OF LUKEMA FACILITIES



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## 1 LUKEMA PRICE LIST

User Groups:

Free users: Student Union's official organs, clubs, councils for chairpersons and teams

Internal price: UEF student organisations, campus organisations and ISYY members

External price: Everyone else

	Internal	External
Function hall & conf. room (Mon - Fri)		
17.00-00.00	65 €	130 €
17.00-04.00	110 €	220 €
All facilities; hall, conf. room, kitchen (Mon - Fri)		
17.00-00.00	110 €	220 €
17.00-04.00	170 €	350 €
Conference room Mon-Fri		
8.00-17.00	4 €/h	10 €/h
Weekend rates (Sat - Sun)		
8.00-17.00	145 €	245 €
8.00-00.00	260 €	440 €
8.00-04.00	330 €	550 €
One day + night (8.00-8.00)	390 €	660 €
Video projector		
Weekdays	16 €	22 €
Weekends	27 €	38 €
Mon-Fri 08.00 - 17.00 (€/h)	2 €/h	4 €/h
Cleaning		
Booked cleaning*	110 €	110 €
Additional cleaning cost**	+60 €	+60 €

\*If you choose to book the cleaning service, you still have to make sure that furniture is positioned in accordance with the instructions, dishes have been done and garbage has been taken away. If these tasks have not been done, additional fees will be charged (see cleaning price list below).

\*\*If the renter has not booked the cleaning service, and the facilities have been cleaned insufficiently or not at all, the renter will have to pay for the cleaning costs as detailed on the price list.

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## 2 LUKEMA CLEANING PRICE LIST

If the Lukema facilities have not been cleaned properly, ISYY has a right to add cleaning fees to your invoice according to the table below. If the task mentioned in the table is not done, ISYY can charge the price.

Task	Price
Floors are not vacuumed or mopped, surfaces (tables. chairs) are not wiped	110 € + 60 € extra cleaning fee
Garbage is not taken away	20 €
Furniture is not in its proper place (as shown in pictures, see page 11)	100 €
External doors are left unlocked:  There are 2 external doors in total. The front door and the entrance next to the gym must be locked. Note that the door to the gym does not have an electric lock.	50 €
Broken microphone	80 €

NB: If Lukema's property is damaged in any way, the renter will be charged accordingly.

If the facilities have not been cleaned or are otherwise in a disorderly state, you will have to pay for the cleaning as detailed on the price list and an additional cleaning cost of €60!

Decision of the Executive Board  
The Student Union of the University of Eastern Finland

### 3 LUKEMA FACILITIES

Lukema is a perfect place for you to have a meeting or get-together for a maximum of 150 people. You can rent only the conference room (only weekdays from 8am to 5pm) or the conference room and hall with or without the kitchen. You can rent the facilities on weekdays from 5pm to 4am. During the weekends you can rent the facilities even for 24 hours or for the whole weekend. Please note, that during the weekends there is no cleaning between the bookings, if the cleaning has not been reserved beforehand.

Hall and conference room:

- sound system, easy to connect to a smartphone
- video projector
- fireplace (use of fireplace has to be arranged beforehand)
- one big table (110\*340 cm)
- nine white tables (90\*180 cm)
- five extra folding tables (80\*120 cm)
- 69 plastic chairs
- three sofas
- tripartite sofa
- four small stools
- three bigger stools
- piano
- toilet and coat rack (no showers or dressing rooms)
- cleaning equipment

Kitchen:

- refrigerator and freezer
- stove
- oven
- microwave
- coffee maker
- thermos pots and tanks
- electric kettle
- mixer
- coffee and dinner set for 30 person (ask for more details)
- dishes for serving
- pots and frying pans
- dish washer

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## 4 TERMS AND CONDITIONS OF RENTING LUKEMA FACILITIES

1. If you cancel your reservation no later than 7 days before the rental date, you do not have to pay the rent. If the reservation is cancelled later, the Student Union (ISYY) will charge the full rent. ISYY reserves the right to cancel the reservation two weeks prior to reservation by notifying the renter or later for a compelling reason.
2. Lukema is only rented to people aged 18 and over. ISYY reserves a right not to rent facilities by decision of the ISYY staff member who is administrating the bookings and Chairman of the Campus Board to any person or organisation of their choice.
3. The keys must be picked up from the ISYY office during opening hours on the reservation day (Mon-Thu reservations) or on Thursday (Fri-Sun reservations). Please check the opening hours on ISYY's website.
4. The person, who signs the rental contract, is responsible for the keys and the premises. The person is also obliged to inform other people about the guidelines.
5. The keys must be returned (to the ISYY office desk unless otherwise instructed) after your reservation ends, and the doors must be locked when leaving.
6. Renter can use the tableware, cooking appliances and other equipment (microwave, fridge for renters, stove, oven, coffee machine and electric kettle) found in the kitchen. However, the renter cannot use any food/beverages found in the kitchen or the items (like fridge) marked as 'Staff only'.
7. If the renter has not booked the cleaning service, and the facilities are cleaned insufficiently or not at all, the renter will have to pay for the cleaning costs as detailed on the price list (page 4). If the renter has booked the cleaning service, but has not placed the furniture in its right place, done the dishes, taken the garbage away, additional fees as detailed on the cleaning price list will be charged.
8. Using other than Lukema facilities in the Studentia building is not allowed. The renter is responsible for alarms caused and any costs that are caused by the alarm.
9. If you notice something is missing or broken, please inform ISYY without delay.
10. If Lukema is reserved by an ISYY organ that is entitled to use Lukema for free (like ISYY Club) they must cancel or rearrange their event in case a paying customer wants to reserve Lukema at the same time and makes the reservation two weeks before the event. Free users cannot override the paid reservation with money. Free reservation can be moved only once because of a paid reservation. If a free user wants to make sure they can use Lukema they can choose to pay the (internal price) rent when making the reservation.
11. The Chair of ISYY's Campus Board in Kuopio or Office Manager can decide three weeks before the reservation that a free user can have their reservation even if there would be a paying customer for the same time.
12. These terms and conditions will enter into force on 1.12.2021 and they are on the Student Union (ISYY) website and are made known to renters when booking.

## 5 BOOKING THE FACILITIES

You can see the availability of Lukema facilities beforehand online: [www.isyy.fi/en](http://www.isyy.fi/en) → Services → Venue hire → Kuopio (<http://isyy.fi/en/services/venue-hire/kuopio/>)

You can book Lukema facilities:

- by email: [toimisto.kuopio\(at\)isyy.fi](mailto:toimisto.kuopio(at)isyy.fi)
- by phone: +358 44 576 8419
- at the ISYY office (Studentia building, entrance C, Yliopistonranta 3)

Please mention the following information when booking Lukema:

- renter's name, either the organisation or the person
- contact person's name and phone number
- date and time you wish to book
- spaces that you want to book (hall, conference room and/or kitchen)
- will you book the cleaning with extra cost or will you clean yourself
- invoicing information

Cancellation:

- The cancellation can be done ONLY by email: [toimisto.kuopio\(at\)isyy.fi](mailto:toimisto.kuopio(at)isyy.fi)

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## 6 LUKEMA INSTRUCTIONS

### Guidelines for usage

- The renter is allowed to move the furniture, but the furniture needs to be placed back to their original formation at the end of your stay (see page 11).
  - If you move the big conference table, please note that the lower part (legs of the table) is not attached to the table surface. Therefore, make sure that the lower part is always in the middle of the table surface.
- Removing the audio equipment cords is strictly forbidden.
- Pour sewage (dirty water) only to the toilet. Sewage is not allowed to be poured into the sinks.
- You can find more toilet paper and towels in the cleaning closet.
- On Wednesdays, you must put the chairs upside down on the tables!
- In problem situations concerning the Studentia building, a 24 h emergency number can be found on the front door.

Lukema must ALWAYS be in an orderly and pristine condition when you hand over the keys!

### Cleaning instructions

#### Vacuum the rug in front of the main entrance.

In the backside of the vacuum cleaner, there is a black button, which boosts the intake. New dust bag for the machine can be found in the cleaning closet.

#### Floors of the hall and conference room

- Either vacuum or use the dustpan to remove gravel or sand from the floor.
- Use the all-purpose cleaning spray for stains before mopping.
- Use a panel mop.
- Dampen the mop in the detergent water before mopping.
- Wipe the floors thoroughly.
- Use the dustpan to remove build up dirt and throw them to the trash can.
- Put the mop to the laundry basket as soon as you have wiped the floor.
- Check that there is no leftover garbage or drink stains on the floor.



## Tables and chairs

- Dampen a disposable cleaning cloth with an all-purpose cleaning spray.
- Wipe the table surfaces thoroughly.
- Fold the disposable cleaning cloth so that once you have wiped one surface you can take out a clean side of the cloth to wipe another surface.
- Change a new disposable cleaning cloth as soon as you have used all sides of the folded cloth.
- Check the chairs that have been used and clean all stains with a clean dampened cloth. Check also the surface of the small green seats and the green sofa.
- Check that there is no trash on the sofa or under the sofa pillows. Vacuum if needed.

## Toilets

- Take out the rubbish and add new bags to the bins.
- Use a damp disposable cleaning cloth and toilet cleaning spray (or all-purpose) to wipe the tap and the sink.
- Fold the disposable cleaning cloth so that once you have wiped one surface you can take out a clean side of the cloth to wipe another surface.
- Clean the toilet with the toilet brush and detergent.
- Use another damp disposable cleaning cloth to wipe the toilet seat. Wipe also the porcelain surface.
- Fill up the tissue paper holder if they are under half-full. The key can be found from the cleaning closet's wall.
- Dampen the towel and twist the excess water off. Wipe the floors using the dampen towel and floor squeegee.
- Use the dustpan to remove gravel or sand from the floor.
- Wipe the floor with a towel and put all the trash in the trash can.
- NB! Do not use the toilet floor cleaning towel on any other surfaces after cleaning the toilet floor.
- Put the towel to the laundry basket as soon as you have wiped the toilet floor.

## Kitchen

- Make sure that all the tableware that has been used, are washed and put away to dry.
- Take out the rubbish and organic waste and add new bags to the bins.
- Use a damp disposable cleaning cloth to wipe kitchen surfaces. Use the all-purpose cleaning spray to any stains before wiping.
- Fold the disposable cleaning cloth so that once you have wiped one surface you can take out a clean side of the cloth to wipe another surface.
- Wipe the tap and the sink.

- Wipe the microwave, the oven and the stove if needed.
- Use the dustpan to remove gravel or sand from the floor.
- Use a damp mop to clean the floors.
- Clean the renter's fridge and turn it off. Leave both fridge doors open.

**Also remember**

- Use a damp cleaning cloth to wipe door handles and light switches.
- Check the walls and doors for stains, wipe if needed.
- Take out the rubbish and organic waste and add new bags to the bins.
- Take the rubbish to the waste bins located next to the Studentia building on the way to Canthia. The key for the waste bins is J-key, next to the electric key.
- Make sure the cleaning equipment is put back to the cleaning cupboard.
- Bin the disposable cleaning clothes you used and put the microfibre clothes to the laundry basket.
- Switch off all electronic devices you may have used (sound system, coffee maker etc.)
- In case you rearranged the furniture, please put them back to where they were.
- Finally, turn off the lights and return the keys to the office desk or mail box, as agreed.

If the facilities have been cleaned insufficiently or not at all, the renter will have to pay for the cleaning costs as detailed on the price list.

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## 7 THE PLACEMENT OF THE FURNITURE

### HALL



- Seven (7) white tables and four (4) chairs in each.



- Three (3) sofas and four (4) small stools.



- Dj-table
- Sofa
- Three (3) bigger stools.

## CONFERENCE ROOM



- Conference table with 12 chairs.
- Piles of chairs, 25 chairs altogether.



- Two (2) white tables with four (4) chairs.
- Five (5) folded tables in a trolley.