



**Guidelines for the use of  
Suvas facilities**

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## Price list

	Price	Member price
<b>Daytime use 8-16 €/h</b>		
Conference room and sauna	30 €	20 €
Conference room	20 €	10 €
Sauna	20 €	15 €
<b>Sunday-Thursday 18-02</b>		
Conference room and sauna	230 €	125 €
Conference room	185 €	100 €
Sauna	120 €	70 €
Cleaning, conference room and sauna	55 €	55 €
Cleaning, conference room	45 €	45 €
Cleaning, sauna	30 €	30 €
An extra hour, conference room and sauna	30 €	5 €
An extra hour, conference room	20 €	5 €
An extra hour, sauna	20 €	5 €
<b>Friday-Saturday and holiday eves 18-02</b>		
Conference room and sauna	285 €	170 €
Conference room	200 €	120 €
Sauna	160 €	100 €
Cleaning, conference room and sauna	75 €	75 €
Cleaning, conference room	50 €	50 €
Cleaning, sauna	40 €	40 €
An extra hour, conference room and sauna	30 €	5 €
An extra hour, conference room	20 €	5 €
An extra hour, sauna	20 €	5 €
<b>Extra costs</b>		
Suvas door has not been locked after the reservation. Either the conference room door or the front door.	50 €	50 €
Suvas key is not returned in time.	50 €	50 €
Cleaning service was not reserved and the facilities are not cleaned or the cleaning is inadequate.	150 €	150 €

Member price: members of ISYY, student organisations and campus organisations.

For free: official organs of ISYY, teams, councils of chairpersons and clubs.

The renter is liable for any possible damage caused at the property and will be charged accordingly.

## Suvas conference room and sauna

Suvas conference room and sauna is a perfect place for you to have a meeting or get-together with your friends. You may also rent only the conference room or sauna. The price is fixed for evenings (18-02) but you may add extra hours either to start earlier or continue later and pay by hour for them. During daytime (8-16) the rent is paid by hour. After daytime use the cleaner will check the facilities (16-18).

### Equipment, conference room:

- sound system, easy to connect to a smart phone
- video projector
- screen
- board games
- four (90\*180 cm) tables and two extra folding tables
- 20 chairs
- two sofas
- four stools
- bar counter between the kitchen and the conference room
- four bar stools
- toilet
- cleaning equipment
- small separate room
- kitchen
  - fridge-freezer and fridge-cooler
  - stove
  - oven
  - microwave
  - coffee maker
  - electric kettle
  - mixer
  - coffee and dinner set for 30 person
  - dishes for serving
  - pots and frying pans
  - dish washer
  - washing machine

### Equipment, changing room:

- fridge
- toilet

## Terms and conditions

1. If you cancel your reservation not later than a week (7 days) before the rental date you don't 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 (14 days) prior to reservation by notifying the renter or later for a compelling reason (Force majeure).
2. Suvas is only rented to people aged 18 and over. ISYY reserves a right not to rent facilities by joint decision of the Chairman/Vice Chairman of the Board and the Secretary General/Office Manager to any person, organisation or company of their choice.
3. The renter needs to pick up the keys to Suvas from the ISYY office (Yliopistokatu 7, Haltia building, 2<sup>nd</sup> floor) during the opening hours. If the key is not picked up, the reservation is deemed cancelled and the full rent is charged. Please check opening hours at [ISYY's website](#).
4. Return the keys to the ISYY Office by 2 p.m. the following day after your event (or by 2 p.m. on Monday if your event is during the weekend Fri-Sun). If the keys are not returned by 2 p.m. ISYY will charge €50.
5. If the renter has not reserved cleaning and yet left the facilities uncleaned or has cleaned up inadequately, ISYY will charge a €150 cleaning fee.
6. If you notice something is missing or broken at Suvas, please inform ISYY without delay.
7. If Suvas is reserved by ISYY club (or other ISYY organ that is entitled to use Suvas free of charge) they must cancel or rearrange their event in case a paying customer wants to reserve Suvas at the same time and makes the reservation a week before the event.
8. If ISYY club (or other ISYY organ that is entitled to use Suvas free of charge) wants to make sure they can use Suvas they can pay the (member price) rent.
9. Office Manager of ISYY's office in Joensuu and the Chair of Joensuu campus can decide that ISYY club (or other ISYY organ that is entitled to use Suvas free of charge) can have their reservation even if there would be a paying customer for the same time.
10. These terms and conditions are on the Student Union (ISYY) website and are made known to renters when booking.
11. These terms and conditions will enter into force on 1 September 2016.

## How to reserve Suvas

You may check the booking situation of Suvas at [ISYY's website](#): Services -> Venue hire -> Venue hire Joensuu. To see the duration of booking, just click the booking in calendar.

You may reserve by:

- Email: [toimisto.joensuu\(at\)isyy.fi](mailto:toimisto.joensuu(at)isyy.fi)
- Phone: +358 44 576 8449
- Visiting ISYY office: Yliopistokatu 7, Haltia building, 2nd floor.

When reserving, please let us know:

- Renter's name, either the organisation or a person
- Name and phone number of the contact person
- Date and time of reservation
- What do you want to rent: E.g. conference room, sauna and cleaning service

Cancellation:

- You don't have to pay the rent if you cancel a week (seven days) before the event at the latest.
- If you cancel later than a week before the event, ISYY will charge the whole rent.
- Please cancel by email: [toimisto.joensuu\(at\)isyy.fi](mailto:toimisto.joensuu(at)isyy.fi).

## Instructions

- The air conditioning turns off at 9 p.m. To switch it on again you can find a push-button from entrance hall near the foam fire extinguisher.
- You can find an HDMI-cable from Suvas to connect your laptop to the video projector.
- Disconnecting wires of the sound system is forbidden.
- In case you rearranged the furniture, please put it back to where it was.
- Even if you booked cleaning service, please check that the stairway and the yard are clean after your visit.

## Cleaning instructions

### Kitchen

- Take out the rubbish and organic waste and add new bags to the bins.
- Use a damp disposable cleaning cloth to wipe kitchen tables.
- 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.
- Use detergent when needed to remove dirt.
- Wipe the microwave, the oven and the stove.
- Make sure that the dishes you may have used are clean.

### Conference room, tables and chairs

- Dampen a disposable cleaning cloth or a microfibre cloth.
- 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 tables of conference room. Use window cleaner to remove stains.
- Change a new disposable cleaning cloth as soon as you have used all sides of the folded cloth.
- Wipe the chairs and seats.

### Floors

- Either vacuum or use the dustpan to remove gravel or sand from the floor.
- Use a damp mop to clean the floors.
- Use detergent if needed to remove stains.
- Wipe the floors. Do not forget to wipe the changing room and shower room floors.

### Toilet(s)

- Use detergent and the toilet brush to clean the toilet seat.
- Use a damp disposable cleaning cloth 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.
- Use another damp disposable cleaning cloth to wipe the toilet seat.
- Wipe the floor.
- NB! Toilet floors should be the last spot to clean. Put the mop to laundry basket as soon as you have wiped the toilet floor.

Don't forget these:

- 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 press found from the backyard (a big blue Europress on the inner yard). You can also find a container for organic waste near the Europress.
- 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 electric devises you may have used (sound system, coffee maker etc.)
- In case you rearranged the furniture, please put it back to where it was.
- You may leave empty bottles at Suvas.
- Turn off the lights and lock the doors when leaving.

When leaving please leave the tables and chairs as provided in this picture:

