

**INSTRUCTIONS  
FOR THE USERS OF  
MEETING AND SAUNA  
FACILITIES SUVAS**





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## 1. Price list

Price list of Suvas from 1<sup>st</sup> of September 2016 onwards  
(Minimum charge 20 Euro)

	Price	Member price
<b>Sun-Thurs 6pm-2am</b>		
Whole premises (meeting room and sauna)	220 €	120 €
Meeting room	175 €	95€
Sauna	120 €	70 €
Cleaning, the whole premises	50 €	50 €
Cleaning, sauna	30 €	30 €
<b>Fri-Sat, and eves 6pm-2am</b>		
Whole premises (meeting room and sauna)	275 €	165 €
Meeting room	190 €	115 €
Sauna	155 €	95 €
Cleaning, the whole premises	65 €	65 €
Cleaning, sauna	40 €	40 €
<b>Day usage 8am-4pm (€/h)</b>		
Whole premises (meeting room and sauna)	30 €	20 €
Meeting room	20 €	5 €
Sauna	20 €	15 €
Door has been left unlocked as the renting time has ended (door of the meeting room at the basement and/or the door at the street level)	50 €	50 €
The key has been returned late	50 €	50 €
Cleaning has not been reserved and the premises have not been cleaned or the premises have been cleaned defectively	150 €	150 €

Member price: members of the Student Union, student organisations and campus organisations.

Free of charge: official organs of the Student Union, Sections and clubs

**The renter shall be charged from damages caused towards the properties of Suvas in accordance with the costs caused by the damage.**



## 2. Terms and conditions of rental

1. The reservation of the premises may be cancelled for a week (7 days) before the rental date, whereupon the premises shall not have to be paid for. If the reservation will be cancelled after this, the Student Union shall charge the whole rental price of the premises. The Student Union shall retain the right to cancel the reservation for two weeks (14 days) before the reservation, by informing the reservation maker about it or later because of a force majeure.
2. The premises shall be rented only for at least 18-years-old persons. ISYY may retain the right to not rent the premises, by a collective decision of the Chairperson of the Executive Board/Chair of a Campus Board and the Secretary General/Office Manager, for a person, association or company it wants to.
3. A renter shall pick up the key of the premises during the office hours of the Student Union's office. In case the key is not being picked up, the reservation shall be deemed cancelled and the full rental shall be charged in accordance with the terms of cancellation. (On Friday when concerning the weekend rentals, on Tuesday when concerning the Wednesday rentals.)
4. The keys shall be returned into the Student Union's office (Yliopistokatu 7, Haltia building, 2<sup>nd</sup> floor) by 2pm on the day following the rental and when concerning weekend, by 2pm on Monday. If the keys are returned late, the renter shall be charged 50 Euro.
5. In case a renter of the premises has not ordered cleaning, but the premises have not been cleaned or have been cleaned defectively after usage, the renter shall be charged a 150 Euro cleaning payment.
6. A renter shall be liable to inform the Student Union immediately on lacks or defects they notice.
7. A free of charge user shall either cancel or move their reservation of the premises, if there appears a paying customer for the same date, for a week before the reserved event.
8. In case a free of charge user wants to guarantee that the premises are at their usage, they may pay a rent for the premises, in accordance with the member price. In that case, another renter cannot be taken on the reservation.



9. The Office Manager of the Student Union at the Joensuu campus and the Chair of the Joensuu Campus Board shall have the right to make a decision on not to move an event of a free of charge user, even if there would appear a paying customer for replacement.
10. These terms and conditions of rental shall be on view on the website of the Student Union and they shall be given for information for renters in association with making the rental.
11. The aforementioned prices of the price list and the terms and conditions of rental shall entry into force on the 1<sup>st</sup> of September 2016.

### 3. Reserving the premises

#### Reserving:

- go to the Student Union's office: Yliopistokatu 7, Haltia building, 2<sup>nd</sup> floor
- send an enquiry through email: [toimisto.joensuu\(at\)isyy.fi](mailto:toimisto.joensuu(at)isyy.fi)
- call: 050 341 6346

#### Cancelling a reservation:

**Cancellation of a reservation shall be made at the latest for a week (7 days) before the rental date, whereupon the rent shall not be charged.** ISYY shall have the right to charge a full rent from an unused reservation or a reservation being cancelled later than seven days before the rental date.

**Cancellations through email into the address: [toimisto.joensuu\(at\)isyy.fi](mailto:toimisto.joensuu(at)isyy.fi)**

### 4. Instructions for using

1. Attaching computer into the video projector happens through a hatch found under the meeting table. The required cable can be found from under the hatch.
2. The air conditioning eases at 9pm. After this you can get more power to it by pressing the extension button of the air conditioning, found near the foam extinguisher at the hall.
3. Disconnecting wires of the sound system is forbidden.
4. In case the furniture has been moved, they shall be returned to their own places, even if cleaning would have been reserved.

5. Ordered cleaning does not include outdoor areas or the stairway, the renter shall always take care of those by themselves.

## 5. Cleaning instructions

**Suvas shall ALWAYS be handed over cleaned/organised, unless cleaning has been reserved in advance.**

6. Bring trash into the blue waste press in the backyard (Europress) and into the biowaste bin.
7. Vacuum the floors. Wash the floors with detergent intended for washing stone floor. Remember also the dress room and the shower room, if those have been in your usage. Wipe the tables and the worktops.
8. Rinse the dishrags well after every usage and leave those spread on buckets to dry. Pour the sewage into toilet. NOT INTO SINK!
9. Bring your own items away from the premises, when the reserving time ends.
10. In case you have moved any furniture, put those back in the order expressed in the picture, when your rental time ends (see the picture)! Even if cleaning would have been reserved, the renter is responsible of returning furniture to their own places.
11. Make sure that the dishes are washed and returned to their own places when your reserving time ends. Do not leave the dishwasher on when leaving the room.
12. In the end SWITCH OFF THE LIGHTS AND LOCK THE DOORS.

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





## 6. Premises

The meeting and sauna facilities Suvas is excellent for spending an evening or having a meeting. You may also reserve only the meeting room or only sauna (see the price list). Rental time of the premises is in the evening at 6pm-2am and during the daytime between 8am-4pm. Additional hours for an evening rental may be reserved for a charge per hour coming in addition to the solid price.

Equipment of the premises are:

### **The meeting room:**

Sound system (easily connected to a computer), Playstation 3 and games, for example SingStar and Guitar Hero, video projector, screen, four 90 cm x 180 cm tables, approximately 20 chairs, two additional folding tables, bar counter between the kitchen and the meeting room, four bar stools, two couches, four stools, WC (at the hall), cleaning equipment (vacuum, mops, cloths, detergents) and fridge.

**Ventilation of the meeting room reduces automatically at 9pm, whereupon it is recommended to press the extension button of the air conditioning, found near the foam extinguisher on the wall at the hallway.**

**You may attach a computer into the video projector through a hatch found under the meeting table.**

### **Kitchen (beside the meeting room):**

Fridge and freezer, coffee maker and kettle, oven and microwave, stove, coffee and dinner tableware for 30 person, different sorts of serving dishes, cutleries, chopping boards etc., dishwasher and washing machine.

### **Dress room:**

Fridge and television.