

Rules for Using the Rental Space

By making a reservation you agree to the Terms of Use below. In the event of a breach of the rules, the lessee will be sanctioned as stated in each paragraph. Aalto Cocktail ry reserves the right to make changes to these rules.

Rules of Use and Sanctions

1. The clubroom inspection form must be completed carefully upon arrival.

- Make sure that nothing is broken and the space is clean. If something isn't reported broken/dirty before the event, it will be seen as the lessee's responsibility.
- The inspection form link: <https://forms.gle/sCmnjuSsw12xVhp99>

2. Please respect the hours of operation for the clubroom

- Violation of this rule will result in a fine of 150 € for every hour past 23:00, where the clubroom is used for something other than cleaning. The lessee agrees to conduct the previously aforementioned cleaning quietly and respectfully in order to ensure other tenants of the building are not disturbed. Continuous circumvention of this rule will result in a ban, and the lessee and their guests will no longer have access to the clubroom. This ban includes the right for Aalto Cocktail ry to restrict reservation rights to the parties involved in circumventing this rule.
- The space should be empty and cleaned when you are done using it. The space can be cleaned right after your event or the following day before 11:00.

3. When individuals book the clubroom, they must be present throughout the duration of the event.

- By agreeing to these terms the lessee agrees to be present at the clubroom for the entire duration of the event. Violation of this rule will result in a fine of 100 €.

4. Discounts to rental rates are only applicable to event organizers who are AYY members at the time of the reservation and the date of the rental.

- If the space has been rented through a less expensive rental class (for example a student discount) and the actual organizer of the event is not a member of the Aalto student union, the difference in rental rates will also be payable by the renter. Violation of this rule may result in an additional fine of 50 €.

5. The space must be used in accordance with local laws, rules and good practices.

- The lessee agrees to use the clubroom in accordance with local laws, rules and 'common sense' good practices. Sound levels (dB) from music or other noise shall be kept reasonable in order to avoid unnecessary disturbance to the other tenants of the building. Violation of this rule will result in a fine of at least 100 € and a permanent ban from using the clubroom.
- The clubroom should be treated as a classy lounge, not a nightclub.
- The use of the space must not cause any significant inconvenience to the other occupants of the building. Violation of this rule will result in a fine of at least 100 € and a permanent ban from using the clubroom.

6. All refrigerators, ice machines, and freezers must be kept on at all times.

- The lessee agrees to leave all refrigerators, ice machines and freezers on at all times. If the refrigerators, ice machines or freezers are turned off for any reason, a fine of 75 € will follow.

7. The equipment, furniture and structures of the premises shall be maintained in good working order.

- The lessee agrees to take responsibility for maintaining that the equipment, furniture, and structures of the premises remain in good working order during their reservation. Violation of the rule will result in a fine of 100 € plus the replacement cost of the equipment, furniture, or structures. Violation of this rule may also result in a ban.
- Any visible damages to the clubroom must be reported at the beginning of the booking in the inspection checklist.
- Smoking is strictly forbidden inside of the clubroom, on the terrace or in any of the clubroom's surroundings. Violation of this rule will result in a fine of 200 €. (Note: Smoking may only be conducted in the areas deemed appropriate by HOAS. The lessee may request information regarding where to find these locations from the renter, Aalto Cocktail ry.)

8. Waste must be sorted and taken to the property's waste bins when leaving the premises

- The lessee agrees to remove all waste and trash from the space when leaving (including recyclable bottles and cans). Violation of the rule will result in a fine of 50–100 €. The only exception to this rule is if the lessee has ordered and paid for a cleaning service from the Aalto Cocktail ry as a part of their booking.
- Bio-waste and mixed waste are always taken to their own containers
- Paper, cardboard, glass and metal waste are also taken to dedicated containers

- Additional information about the location of the property's waste bins can be found on the cleaning checklist which can be found at:
<https://www.aaltococktail.com/s/Cleaning-instructions.pdf>

9. When leaving, the space must be cleaned and carefully organized.

- The lessee agrees to carefully clean and organize the items and furniture in the space prior to returning the key and/or existing. Violation of this rule will result in a minimum fine of 300 €. Violation of this rule may also result in a ban.
- Cleaning and organization of the space includes but is not limited to the following:
 - The furniture must be in place and in good working order.
 - All surfaces, tables and chairs must be wiped clean.
 - Sweep/vacuum debris from the floor and wipe away other marks.
 - The floor shall be mopped to remove any additional debris or sticky residue as needed.
 - The toilets must be clean.
 - The kitchen shall be cleaned and all drying racks emptied.
 - The dishes and tools should be washed, allowed to dry, and put back in their respective places.
 - Ovens and refrigeration equipment should be cleaned
 - All trash shall be removed from the space and disposed of appropriately.
 - The dishwasher shall be emptied and the sieve cleaned. The door of the dishwasher shall be left open.
- The lessee agrees to fill out the cleaning checklist prior to exiting the space which can be found at the following link: <https://forms.gle/pyz7RzPREN24pwVDA>

10. The hallway, the area around the terrace and front door should also be cleaned of loose litter.

- The lessee agrees to check the areas around the space including the hallway, terrace and front door of the building to ensure any trash left there by the lessee is collected prior to exiting the space. Violation of this rule results in a fine of 100–400 €.

11. Upon departure, it shall be ensured that:

- No one is left inside of the clubroom when you leave.
- The windows are closed and the doors are carefully locked.
- The lights and dishwasher are turned off.
- Violation of this rule will incur a fine of € 50 to cover the costs of the error.

Other obligations of the renter:

- The keys to the premises will be returned to Aalto Cocktail by 11:00 the following day according to instructions given to the tenant. Keys that are returned late or not returned at all will be charged at least 100 € / key, in addition to the cost of renewing the locks, if necessary.
- If something is broken or damaged, please report it to Aalto Cocktail ry immediately.
- Aalto Cocktail ry reserves the right to ban a renter for any reason deemed reasonable by the Aalto Cocktail board.

Remember the age restrictions!

To rent a space to a student organization outside AYY, you must be over 20 years old both to be the renter and the person responsible for the event. The reserver and / or the responsible person should be prepared to be asked to prove their age when retrieving the keys. The key to the space will not be given to persons younger than this.