



# The usage rule of Gustavus Rex

## 1 § The usage rule

The function of the rules is to give more accurate regulations of how to use Rex together with ConduS spacerules and HYY's usage rules.

## 2 § Available spaces

**The Big space** is mainly for bigger events, with the exception for example meetings that require a lot of space.

**The Meeting room** is primarily meant for meetings. It can also be used to hold smaller events.

**The office** is suitable to hold small meetings.

Storing supplies are not permitted in any spaces unless the Premises Committee gives permission for that.

## 3 § Booking the premises

You must book the spaces beforehand through the electronic system: The big space can be booked max eight (8) weeks before, the meeting room and the office can be booked without time limit.

It is possible to book the entire premises for the whole weekend (from Friday to Sunday) only once a year and max six (6) months before the event. Also union meetings, evening schools and booking concerning annual celebration can be made max six (6) months before the event.

You can book the big space beforehand with Premises Committee permission. On those occasions, you must write into the booking "Ennakkovaraus".

The booking can be removed by Premises Committee if it is made against the rules. This will be informed to the person who has made the booking. Unnecessary bookings are also prohibited and the bookings must match the real usage. If the bookings turn out to be unnecessary, you must remove it from the booking calendar. In the booking, you must write the name and number of the person in charge of the event.

The weekly cleanings can be booked without time limit.

## 4 § The person in charge

The person whose name is in the booking is in charge of the people in the space. Also, the person in charge has the right to decide who to let in and also remove people with any justifiable reason. The person in charge must make sure that all the people who are there, know the usage rules. The person in charge must be at the event the whole time. If he/she



leaves, you must put new person in charge and change his/hers contact information to the booking.

### **5 § The holder of access cards**

People who have access to the premises are responsible to make sure other people in the premises follow the rules. There must be at least one person in the premises who has an access card during the event. The holders of access cards must participate once a year in the premises training. Failure to attend to premises training will revoke your access card.

### **6 § Cleaning**

The spaces must be cleaned and the furniture must be placed back to their right places. All the decoration must be removed and when you put them up, you must make sure it won't damage the place.

The person in charge makes sure that the cleaning will be done. If there are neglects in the cleaning, the person in charge might be obligated to clean the space afterwards. Neglects can also bring ban in usage to the organization.

### **7 § Usage time**

The usage of the space does not have time limit. Those who use the space must pay attention to the silence on weekdays between 7-12, when all activity which causes noise is prohibited.

### **8 § Limits use of premises**

Sleeping, taking drinks outside and making open fire is prohibited. Every person is obliged to call help in an emergency.

### **9 § Penalties**

The Premises Committee defines the punishments from neglects and uses consideration when making decisions. Penalties can be given to organisations or to a single person. From every neglect, you must take pictures and send them to ConduS's premises official, who then decides with the Premises Committee if sanction is given.

First warning: written warning.

Second warning: The organisation must do the weekly cleaning of that organisation who has informed about the neglect. If that weekly cleaning has been done already, the organisation must do alone the cleaning that is meant to do with everyone.

Third warning: 3 months ban to use of Gustavus Rex.

The ban to use Rex can continue to the next term, the warnings won't.

The usage ban does not concern May, June July and August.

You can request a clearing from the usage ban and discuss if the warning was justifiable.

If there is a grave neglect, the Premises Committee may override the warnings and decide possible sanctions.



## **10 § Changing the usage rules**

The ConduS organisation or the Premises Committee can, if necessary, change the usage rules. All the changes must be informed to the organisations which uses the premises as soon as possible.