

## RESERVATION RULES

### Reservation

Reservations for Puukasarmi must be made through the booking calendar. Calendar is available on the Student Union website ([www.opiskelijakuntakaakko.fi](http://www.opiskelijakuntakaakko.fi)). The full name, telephone number, e-mail address and address should be indicated when booking. You can see the booking situation from the booking calendar on the Kaakko website. The rental period for the premises is 8 a.m. to 11 p.m. The end of the events is 10 p.m. and the premises must be leave by 11.00 p.m., as the alarm will go off. The cleaning of the premises is possible on the day following the rental at 8 a.m. to 3 p.m. In this case, however, a separate reservation shall be made for the morning of the cleaning day.

### Keys

The recipient (user) of the keys acts as the person responsible for maintaining order, the condition of the premises and compliance with these rules. Keys must not be handed over to a third party.

### Inspection

The condition of the premises must be checked prior to introduction and any defects (breaks/disorders following the previous tenant) should be reported immediately to the student union. The notification must be sent by e-mail to the ([toimisto@opiskelijakuntakaakko.fi](mailto:toimisto@opiskelijakuntakaakko.fi)) If the user fails to notify, the defects/damages will be fully compensated. In the event of a complaint, the reason for the claim must always be proved in the form of a photograph. The user is obliged to inform the student union of the damage caused and of the breakdown of the equipment or property. This notification must be made at the latest when the keys are returned. The user is responsible for the breakdown of the equipment or property and the damage caused. In this case, the student union charges the user the cost of repairing the new equipment or real estate.

### Cleaning

After use, the premises must be cleaned and left in at least the same condition as they were before use. Empty bottles, cans and food must be taken to the designated place. A cleaning fee shall be charged for non-compliance in accordance with the applicable price list.

### Responsibilities of the reserver

The disposal of the key shall be compensated in accordance with the current price list. When leaving the premises, a fee of **€200,00** will be charged for an unlocked door and any damage caused by an open door by a third party. For opening a locked door outside office opening hours, a fee of **150,00 €** is charged.

Smoking in the premises is prohibited. Inside smoking is charged to the tenant for the cost of the fire alarm, the cost of removing odour damage and any loss of rent during that period. The tenant is responsible for the fire safety of the premises.

In the event of alarms from rented premises due to a disturbance of order or other reason caused by the user of the premises, the tenant shall bear all the costs of the alarm. We always charge at least €250,00 for security alarms. The tenant must inform the student council of any alarms, at the latest during the following day of the reservation. In addition, an inspection fee in accordance with the price list shall be charged to the infringer of the notification obligation.

### **Lost goods**

Forgotten objects can be consulted by the student union office.

### **Student union rights**

The student union may refuse access to the premises either for a fixed period or permanently for a person who has violated these operating rules. The Student Union reserves the right to make changes to these rules and price lists as necessary. Any lease shall be subject to the rules of order and to the price list in force on the day of the lease.

### **Cases of dispute**

In the event of a dispute, the Board of Directors of the Student Union will deal primarily with complaints. The complaint must be submitted within 30 days of the rental date in writing to the Executive Director of the Student Union: [jenni.aikio@opiskelijakuntakaakko.fi](mailto:jenni.aikio@opiskelijakuntakaakko.fi) If no agreement is reached, the dispute will be dealt with at the District Court of Etelä-Savo.

### **Prices**

Uncleaned space: 200 € + possible additional costs for actual cleaning costs

Key late payment: 50 €

Key missing: according to actual costs

The inspection fee: 50€

### **Student Union Kaakko office opening hours**

Mon-Fri 8.00-16.00

excl. staff holidays

## CANCELLATION TERMS

It is possible to make a reservation via the booking system of the website. Reservations made through the reservation system are confirmed by e-mail, after which the reservation is valid. The reservation will receive the information in his email when the reservation has been confirmed.

It is possible to pay the space reservation with the Visma Pay during reservation or Zettle payment system when picking up the keys.

If there are changes to the reservation or the reservation has to be cancelled by Kaakko, the student union Kaakko is obliged to report the situation without delay. If the reservation has to be cancelled by Kaakko, the booker will not be invoiced for the reservation.

You can cancel the space reservation by submitting a cancellation notice to the Kaakko office:

- email: [toimisto@opiskelijakuntakaakko.fi](mailto:toimisto@opiskelijakuntakaakko.fi)
- phone: 050 592 7482 (Monday to Friday 9.00 – 15.00)
- website chat

Cancellation **CAN NOT** be made through Facebook Messenger or Instagram Direct messages.

### **Cancellation**

- If the start of the booking is 14 days (2 weeks), or more, the cancellation is free (0€)
- The reservation is binding when the booking date is less than 14 days. All reservations become binding when the start of the booking is 14 days or less. The cancellation fee is 50% of the rental price.

### **Cancellation payment**

It is possible to pay the cancellation fee at the student union office with Zettle payment system. The student union can also send the invoice to the address provided by the reserver. Student Union has the right to verify the accuracy of the reservation's address information.