



## **General instructions – Q-House ballroom**

1. The key and the code to the alarm system can be obtained from the TYY Service Point (Rehtorinpellonkatu 4 A, ground floor). Make sure that you have the code at hand when entering the building. Dispose of it after your reservation.
2. The key is used to open the door, after which you have 30 seconds to enter the security code into the alarm system. Instructions can also be found next to the keypad.
3. Check the cleanliness and condition of the premises. If there are any defects, immediately report them to the caretaker.
4. Refrigerators. If you use the refrigerators, check that they are plugged in.
5. Tables and chairs. If you use the ballroom's tables or chairs, put them back the way they were.
6. Audio equipment and party lights. You may use the ballroom's audio equipment and lights. Turn off the power after use. Separate instructions for using the mixer can be found in the DJ booth.
7. You may temporarily use the kitchen door and the back door to move items. Other than that, they must be kept closed.
8. Hand towel rolls can be found in the back room of the kitchen, toilet paper and soap in the cleaning closet.
9. The neighbours must be guaranteed peace and quiet after 11 pm.
10. It is forbidden to go downstairs.
11. The premises must be cleaned by the end of the rental period.
12. When leaving the premises, make sure that all doors are closed and the alarm system is on.
13. The key is returned to the TYY Service Point or it can be dropped into the mailbox outside the Service Point.



## Problems at the venue?

- If the venue is not clean or is in a bad condition when your reservation starts, immediately contact the caretaker and take a picture if necessary. Failure to report defects may result in you being liable for damaged items. Any untidiness of the space when entering does not entitle you to neglect cleaning.
- If something has happened to the venue or its items during your reservation, notify the caretaker. If you report the damages yourself, we can take this into account when deciding on the contractual penalty; the amount can be reasonably reduced.
- If something is missing from the venue or the cleaning equipment is broken, for example, please contact the caretaker or someone else at TYY.

Contact information:

The caretaker is on duty from 3 pm to 5 pm. +358 44 796 1061 (call, SMS or WhatsApp)

TYY (tyy-tilat@lists.utu.fi /)

TYS maintenance service (Contact if e.g. the pipes are clogged. Not for issues with cleanliness or items.)

## Cleaning instructions and checklist

Cleaning supplies can be found in the cleaning closet in the larger bathroom. Please don't pour anything into the sink in the cleaning closet!

1. Put the tables and chairs back in place.
2. Vacuum all floors and carpets. Do not vacuum liquids with the vacuum cleaner! If there are liquids on the floors, wipe the surfaces dry first.
3. Wash all floors (ballroom, lobby, toilets). Use a *damp* mop/rag. You can also use a cleaning handle with the mop/rag. You can make a mixture of soap and water in a bucket. Use a soap that is intended for the floor surface.  
  
NOTE! It's best to wash the ballroom floor two times.
4. Wipe all countertops, tables, kitchen surfaces, and chairs with a damp cloth. Wipe off any splashes from the walls.
6. Wash all your dishes. Instructions for using the dishwasher can be found in the kitchen. Also take care of the cleanliness of the machine. Put the clean dishes in their right place.
8. Wipe the sinks in the toilets and wash the toilet bowls.
9. Sweep the yard clean of debris (e.g. cigarette butts).
10. Empty the recycling bins and take the trash to the garbage point at the end of the house.
11. Take cans and bottles with you.



## Checklist

When you leave the premises, use this checklist to check the condition of the venue.

### Kitchen

- Floors vacuumed and mopped
- Surfaces wiped (countertops and sink)
- Windows closed
- Bins emptied
- Dishwasher empty, filters rinsed, door open and power off

### Ballroom and lobby

- Floors vacuumed and mopped (including stage)
- Surfaces wiped
- Windows closed
- Tables and chairs back in place
- Speakers and mixer off (on/off switch on the back of the speaker)
- Disco ball and disco lights off (power switch for the ball next to the door behind the stage and remote controllers for the lights in the DJ booth)

### Toilets

- Floors mopped
- Toilets and sinks washed
- Bins emptied (including the ones in each booth)

### Remember to also check that...

- no items are broken (or if something is broken, it has been reported to the caretaker or someone else at TYY)
- the lights are off
- the alarm system is on and the front door is locked

The caretaker is on duty from 3 pm to 5 pm. +358 44 796 1061 (call, SMS or WhatsApp)  
TYY (tyy-tilat@lists.utu.fi /)



## Rules of the Q-House

Q-House (Q-talo), Nummenpuistokatu 2, 20540 Turku

### 1§ General

The entrance doors must be kept closed. At the end of the rental period, the renter shall ensure that the entrance doors are closed and locked.

Cleanliness and order must be observed when using the premises. Items such as bicycles may not be stored in the corridors. Bicycles must be left outside the house.

Domestic animals and pets are not allowed indoors, except for guide dogs and other assistance dogs.

You must not allow any waste in the toilets or other sewers that is hazardous or could clog the pipes.

Smoking is prohibited in all indoor areas of the house.

### 2§ Outdoor areas

Waste and debris must be sorted according to the sorting instructions and delivered to the waste bins.

Interior furniture may not be taken outside.

Parking vehicles is only allowed in the designated area.

Smoking is only allowed in the designated area.

Drinking alcoholic beverages in the yard is prohibited.

In outdoor areas, the Public Order Act must be observed. Disturbing the local residents is



prohibited. The neighbours must be allowed a good night's rest between 11 pm and 6 am.

### 3§ Ballroom

The tables and chairs may be moved, but they must be returned to their original places after the end of the rental period.

Use of the ballroom must not cause disturbances to the environment.

You must be very careful when using the ballroom's equipment.

The exit routes must be kept clear. The emergency exits are for emergencies only. Do not open the windows.

### 4§ Rental premises

The renters of the premises take care of their cleanliness.

### 5§ Order and security

If the renter organises a public event open to all, they must ensure that order and security are maintained and that the law is observed at the event. If necessary, the renter must appoint security guards for the event and obtain the necessary permits.

### 6§ Violations

Violations of the rules may result in the collection of damages and/or a contractual penalty or the termination/cancellation of the lease agreement and a loss of the right to rent the venue.

The responsible party shall be charged in full for broken furniture and structures or for neglecting cleaning.

Contact information:



---

Q-House (Q-talo)  
Nummenpuistokatu 2  
20540 Turku  
tel. +358 44 796 1061  
Email: [tyy-tilat@lists.utu.fi](mailto:tyy-tilat@lists.utu.fi)