



## Use of Vähä-Heikkilä

1. The key can be obtained from the TYY Service Point (Rehtorinpellonkatu 4A, ground floor).
2. The entrance is at one end of the Q-House. Take the stairs down.
3. The venue is equipped with speakers, a microwave, a refrigerator as well as tables and chairs. You may also use the kitchenette downstairs.
4. Check that the premises are in good condition. If you notice any significant defects, immediately notify the caretaker (+358 44 796 1061). If necessary, take a photo of the issue. You cannot be exempted from your cleaning duty even if the previous renter has neglected theirs.
5. It must be quiet outside of the building after 11 pm to guarantee peace to the neighbours.
6. The renter shall ensure that no extra people enter the premises.
7. Please note that there may be other people upstairs, as well as in the offices.
8. The toilets and cleaning closet are located at the end of the corridor after the grey fire door on the right.
9. After your reservation, vacuum and wash the floors, wipe all surfaces and clean the toilets.
10. The key is returned to the TYY Service Point or it can be dropped into the mailbox outside the Service Point.
11. When leaving, make sure that both the Vähä-Heikkilä door and the front door are locked.



## 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:**

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20540 Turku  
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