



## Rules for using the club room and guest room

These rules and instructions for the use of the club room and guest room have been approved by decision of the Board of Directors 16.2.2021 (updated 15.2.2022) to ensure order, safety and living comfort in the housing company. It is possible to send a complaint about violations of these rules to the property manager, who will take the necessary action.

**Access to the facility:** The multipurpose facility (club room and guest room) can be used by all residents of the housing company. As described below, guests may be accommodated in the space under the supervision of the person booking the space, and the person booking the space is responsible for the actions of their guests as for their own.

**The club room** can be booked on Mondays between 12-21 and on other days of the week between 11-21. The space is available for the above times to use for hobbies, meetings, parties, work, studies or just for a moment to calm down. As a rule, the space is intended for a maximum of 12 people. A maximum of 24 people can be temporarily invited. When the club room is not reserved, all residents have free access to it. Unreserved space is only available to the residents themselves, for example for work or study, not for parties or other communal events. No guests may be invited without reserving the space.

**The guest room** is available by reservation only. The multipurpose facility can be booked as a guest room every day of the week between 22-10. The space may only be used for short-term, occasional accommodation of guests. Other uses require an exception from the housing company's Board. The guest room is intended for 1-2 guests. The sleeping area has a sofa bed; blankets, pillows and bed linen are arranged by the booker himself for the use of guests.

**Booking system:** The multipurpose facility can be reserved for use through the electronic Flextila reservation system ([www.flextila.com](http://www.flextila.com)). If necessary, you can get user rights and help with using the system from the property manager. From 10 am to 11 am (Mondays 10 am to 12 pm) and from 9 pm to 10 pm the space is not available. These time slots are reserved for cleaning and maintenance.

**Booking fee:** The fee for booking the facility is paid at the time of booking.

**Use of the multipurpose facility:** *Pollari's Code of Conduct applies to all use. The use of the space must not disturb other residents. The space may not be used for business. Re-leasing or otherwise offering the space for use to third parties is prohibited. It is not allowed to bring domestic animals into the space, even temporarily.* Residents who are allergic to animal dust should also be able to use the space. The furniture in the space can be moved temporarily as long as the space is restored to its original set up after use. All equipment and furniture in the facility may be used as intended, but they may not be borrowed or removed from the premises, even temporarily.

**Cleaning:** Users are responsible for cleaning up after their own use. The space must be fully restored to its original condition. Used containers, rubbish and messes are cleaned (there is a vacuum cleaner in the room) and filled bins are emptied into the waste room. Any defects or deficiencies detected in the equipment or space are reported to the maintenance company and the property manager.

**Liability for damages:** The person booking the premises is fully liable (including interest on late payments and possible collection costs) for any disturbance and damage caused, including additional cleaning costs. The housing company is entitled to charge a reasonable fee for handling the matter. Failure to book a room will incur a double booking fee. Rule violations may lead to being banned from using the premises and a warning given to the tenant and shareholder. For other sanctions: Pollari's Code of Conduct applies.