



1 **Facility guidelines**

2 1 § Introduction

3 The facility rules guidelines define the usage rights and rules for Parkki and Monttu.

4 **01 Association's facilities**

5 2 § Parkki

6 The association's club space, Parkki, is located at Parkinkatu 6. The Parkki team, led by the
7 Head of Premises and under the supervision of the association's board, is responsible for the
8 maintenance and operations of Parkki. Free reservations are handled by the association's
9 Executive Director, while rentals are managed by the Head of Premises.

10 The conditions for free use can be found in this document.

11 3 § Monttu

12 The largest events of the association are held in Monttu, the cafeteria of the Turku School of
13 Economics. The operation of Monttu's bar is managed by KY-Club under the leadership of the
14 Head of Premises. The daily operations of Bar Monttu are handled by the bar team under the
15 supervision of the Bar Manager.

16 **02 Parkki practices**

17 4 § Continuous Free Usage Rights for Parkki

18 Turun KY, its subcommittees, projects, and entities registered in the operational group register
19 have continuous free usage rights for Parkki. The conditions for free use defined in this
20 document must be followed. Violation of these conditions may lead to restricted or revoked
21 usage rights for Parkki.

22 5 § Reserving Parkki

23 There are no restrictions on reservations from Monday at 08:00 until Friday at 16:00. Special
24 reservations must be approved separately by the TuKY board through the Executive Director.
25 Special reservations include simultaneous reservations of more than one space and weekend
26 reservations.

27 Reservations for Parkki must be made via the reservation form available on the association's
28 website. The Executive Director will confirm the reservation via email.

29 The following information must be provided in the reservation: Event name or purpose,
30 reserved space, reservation time, reserving group, responsible person and their phone
31 number.

32 6 § Conditions for Free Usage Rights

- 33 • Every party using Parkki must complete their weekly cleaning duty according to the
34 cleaning schedule prepared by the Head of Premises.
- 35 • Every party using Parkki must participate in the training sessions and volunteer work
36 organized by the Parkki team.
- 37 • Users commit to following the rules of Parkki
- 38 • Users must adhere to Turun KY's communication guidelines and inform about their
39 organized events accordingly.
- 40 • Parties with free usage rights for Parkki commit to using the reservation only for the
41 purpose stated in the reservation form.
- 42 • Parties granted the right to use Parkki free of charge are permitted to do so exclusively
43 for their own events and for activities that support or promote their own operations
- 44 • These parties are not permitted to organize, under the name of their organization,
45 private events on behalf of their members or other private individuals.

46 7 § Keys for Parkki

- 47 • Entities with free usage rights may receive keys for Parkki. The keys grant access to the
48 upper and lower floors as well as the meeting room.
- 49 • Lost keys must be reported immediately to the Executive Director. The entity
50 responsible for the lost key will bear the costs of replacement.
- 51 • All Parkki keys must be returned to the Executive Director at the end of the responsible
52 position or handed over to a successor, whose contact information must be reported to
53 the Executive Director immediately.
- 54 • If access to the electrical cabinet in Parkki's front yard is required, it must be requested
55 from the Parkki team via email at least one week before the event.

56 8 § Parkki Rules

- 57 • The upper and lower floors of Parkki cannot be used by the same party simultaneously.
- 58 • In the upper floor, the sauna area and the meeting room cannot be used by the same
59 party simultaneously.
- 60 • Special permission for simultaneous use of the spaces can be granted by the board
61 through the executive director.
- 62 • When using the lower floor of Parkki, the space and outdoor area must be cleaned to
63 pristine condition by 2:00 PM the day after the event, following the cleaning
64 instructions available at Parkki.

Facility Guidelines

- 65 • When using the upper floor of Parkki, the space and outdoor area must be cleaned to
66 pristine condition immediately after use, following the cleaning instructions available at
67 Parkki.
- 68 • If the Parkki group detects deficiencies in cleaning, it has the right to require the user
69 to clean the space again. If the user is unable to do so, the cost of cleaning performed
70 by a cleaning service will be charged to the user.
- 71 • A maximum of 25 people may be present in the sauna/lounge area of Parkki's upper
72 floor at a time (fire safety limit), which must be taken into account when planning
73 events. The fire safety limit for the lower floor is 70 people.
- 74 • Staying in the outdoor area of Parkki is not allowed after 10:00 PM.
- 75 • Staying in the upper floor of Parkki is not allowed after 3:00 AM.
- 76 • Staying in the lower floor of Parkki is not allowed after 6:00 AM.
- 77 • Overnight stays at Parkki are prohibited.
- 78 • Financial transactions at Parkki are prohibited.
- 79 • If the rules are not followed, the free usage rights for Parkki may be revoked either
80 temporarily or indefinitely.

81 9 § Parkki Storage Cages

- 82 Entities with free usage rights for Parkki may apply for a storage cage. Turun KY is not
83 responsible for items stored in the cages. The Head of Premises oversees the storage cages.
84 Flammable materials may not be stored in them.

85 **03 Monttu practices**

86 10 § Monttu Usage Rights

- 87 The right to use Bar Monttu and Monttu (the entire space) is held by Turun KY and its
88 subcommittees, projects, and associations registered in the operator group registry.
89 Permission to use Bar Monttu must be requested from the Bar Manager at least two (2) weeks
90 before the event. Head of Premises must be notified at least two (2) weeks in advance if AV
91 equipment is needed for an event in Bar Monttu or Monttu. Permission to use Monttu (the
92 entire space) must be applied for from the Executive Director by submitting an application by
93 January 31 for the spring term and by September 15 for the autumn term. The decision on the
94 use of Monttu (the entire space) is made by the Turun KY Board and the facility services of
95 Turku School of Economics.

96 11 § KY-Club

- 97 KY-Club (Head of Premises and Bar Manager) is responsible for Bar Monttu, AV equipment, and
98 Bar Monttu's inventory. The serving law and fire safety regulations must be followed in both
99 Bar Monttu and Monttu (entire space).

Facility Guidelines

100 12 § Other regulations

101 The use of drugs and underage alcohol consumption in Monttu and Parkki are strictly
102 prohibited under Finnish law. Users of Parkki are required to familiarize themselves with and
103 adhere to the emergency plan created in 2015. The emergency plan is stored as a printed copy
104 at the Turun KY office and in Turun KY's digital archive.

105 13 § Violations

106 Violations of the rules may result in the temporary or permanent revocation of Parkki usage
107 rights. The reserving entity or, in cases of intentional damage or gross negligence, the party
108 responsible is required to compensate for any damage caused to Turun KY's facilities or
109 property.

110 **04 Exceptions to practices**

111 Exceptions to these rules may be made by the decision of the association's board.

112 **05 Amendments**

113 Changes to these facility rules may only be made by the decision of the association's
114 Assembly. These rules were approved at the Association's Assembly on April 29, 2025.