

1. HIT Helsingin Huone (later Huone), Alppitalo, Karjalankatu 2 A 21, 2. krs., 00520 Helsinki, is rented only for the purpose which has been agreed. The use of the Huone for any other purpose is prohibited.
2. When agreeing the rental time, the tenant is to include the cleaning time in the rental time.
3. Tenant always cleans after themselves and as needed. The cleaning includes, but is not limited to, vacuuming, mopping, dishes, toilet and trashes. If there are deficits in the cleaning, HIT Helsinki will charge 100 € / each starting hour for cleaning.
4. Tenant is given a key for the duration of the rent, which s/he agrees to take care of and agrees to make sure that the doors are locked as the tenant leaves. Tenant leaves the keys in the key safety box as instructed. Should the keys be lost, tenant will inform HIT Personnel immediately and agrees to pay the new keys and possible others costs associated with the lost keys.
5. The rental is binding once this agreement form has been sent. The tenant can cancel the rental free of charge two weeks prior to the rental start. If rental is cancelled one week prior to the start, tenant pays 50% of the total rental fee. Should the cancellation happen less than a week before, the tenant will pay 100% of the rental fee.
6. HIT Helsingin Huone, rules:
  - a. The tenant can use the refrigerator to store their own food. The food cannot be stored overnight, unless specifically agreed so beforehand.
  - b. The tenant is allowed to use the coffee maker, microwave and the water boiler, but agrees to use them with care.
  - c. The tenant can use any coffees, comestibles etc supplies that can be found in the kitchen. Doing so, s/he will pay accordingly in the petty cash jar.
  - d. The office space is not in use, unless otherwise specifically agreed beforehand.
  - e. Any equipment or items in the office is not for tenants use, unless specifically agreed beforehand.
  - f. The storage area is not in tenants use, and s/he cannot take anything from there unless specifically agreed beforehand.
  - g. Fire, such as candles, is not permitted in the space, unless specifically agreed beforehand. Smoking is prohibited.
  - h. The tenant cannot leave any items in the space for store keeping, unless specifically agreed beforehand.
  - i. As leaving, the tenant agrees to make sure that none of the electric appliances (coffee maker etc) is left on, the windows are closed, lights are off and the doors are locked.
7. HIT Helsinki personnel can use the office while tenant is using the Huone and use the Huone for access to the office. Also bathroom and kitchen are in their use.
8. HIT Helsinki will send the invoice which is payable 7 days after the rental time, unless agreed otherwise.

**SAVE THIS AGREEMENT FOR LATER REFERENCE.**

Version history:

8.10.2018: Added the binding clause to section 5.

22.11.2018: Changed the cleaning fee to 100 € to clause 3 and added non-smoking rule to clause 6. h.