



Lapinlahti Citizen's House

Booking conditions and guidelines for the premises

The City of Helsinki supports Pro Lapinlahti mielenterveysseura ry with a grant designed to facilitate residents' participation. The grant also finances our Citizen's House. In addition, further funding is provided by the Funding Centre for Social Welfare and Health Organisations (STEA).

The Lapinlahti Citizen's House can be reserved by an association, a company, an individual or a community.

Due to the corona pandemic, please note the following conditions

- Please follow the Corona guidelines and event-related restrictions
- Hand sanitiser is available in every room. However, we do not provide face masks or disposable gloves
- The rooms are cleaned frequently, but please do make sure that they are as clean as possible after the event — Cleanliness has a big impact on everyone's safety

Instructions for the rooms

- The rooms can be rented between Monday and Friday 9 AM and 9 PM. Weekend events must be negotiated separately.
- Events after 9 PM must be negotiated separately
- The tenant is responsible for the premises during the rental period
- Retrieving and returning the key will be agreed with the tenant
- Evening event in the main building:
 - When the Café Lähde closes, **the doors of the main building must be kept locked, or the unlocked doors must be guarded**
 - The large gate of the courtyard will be closed when the Café Lähde closes. Afterwards, use the smaller gates in the courtyard.

Furniture and accessories

- The position of the furniture may be changed, but, after the event, the room should look the same as it was at the beginning
- Please do not drag the furniture across the floor to avoid scratching it
- Some rooms have a microwave, kettle, coffee maker, coffee cups and plates. They are free to use.

After the event

- Dishes used in the room must be washed and put in place
- Replace the garbage bags of the trash cans with new ones
- Wipe the tables
- Sweep the floor
- Wash the floor with a mop
- Cafe Lähde dishes:
 - Empty and rinse the thermos flasks – do not use soap
 - Leave the dishes and thermos flasks in the Café Lähde dishwasher, or a cart, or in the Gallery hallway when the Café is closed
- Close the windows
- Turn off the lights
- Lock every door
- Return the key
- If the space is left in a condition that requires the service of a cleaning company, we will charge a separate cleaning fee (**125 euros**) afterwards.
- The cost of a misplaced key is **150 euros**

Cancellation policy (does not apply to continuous rental)

- Please let us know of any cancellations as soon as possible via telephone (0400 333 017)
- The reservation can be canceled free of charge 10 days before the event
- Cancelling in fewer than 10 days before the event: 50% of the total price of the reservation
- Cancelling in fewer than 3 days before the event: 100% of the total price of the reservation

Terminating the continuous rental

- Resignation via email: katri@lapinlahdenlahde.fi. Let us know the last rental date.
- If we have to terminate the tenancy agreement, we will send the info well in advance.