

## **Rental rules for Samfunnshus Vest SA meeting and party venues**

The board of Samfunnshus Vest has made the following rules, valid from 1. March 2015.

1. Those who rent the venue are responsible for order and decency in and around the house. It's important to be considerate to the neighbors during an event or outside the building
2. When renting between Monday and Thursday the event should end no later than 23:00 unless otherwise has been pre-agreed. Friday, Saturday and holidays the event should end no later than 24:00. With agreement an exemption can be made until 02:00. Applications for an exemption should be sent to Samfunnshus Vest fao daily leader well in advance of the event.
3. The renter is responsible for damages to the venue and inventory through the rental period. Damages shall be reported and settled with the daily leader without delay.
4. It is not allowed to use your own sound system. The sound system that is in the house can be rented. For bands/orchestras, a special application must be filed.
5. If renting the venue after 24:00 all windows must be closed. All music must be turned down as to not disturb the neighbors in any way.
6. Due to our alarm system the renter cannot lock themselves in before 09:00, and not on Saturdays or Sundays unless the venue is rented for this day.
7. When using candles caution must be given to the spillage of stearin on furniture and floors. It is not required to use table cloths on the tables. Dining tables must be stacked on a cart and stored in storage after used.
8. It's not allowed to place and burn torches outside of the building.
9. In the prefixed prices all equipment in the kitchen is included. The tenant must ensure that all dishwash is done and that the kitchen is left in the same state as it was before use. Necessary information is available in the kitchen.
10. All garbage must be collected and taken outside and thrown in the container on the corner to the entrance of the subway station.
11. The fixed rate must be payed in full before the event, unless other arrangements has been made. When renting the venue, a time of arrival is requested. Keys are handed out between 0900-1430o'clock.
12. Cancellation of lease must happen 8 weeks in advance of the date of renting of the venue. Otherwise half of the amount required for renting the venue must be payed.
13. According to Norwegian alcohol laws it is illegal to sell alcoholic beverages.

14. By the end of the event the venue should be tidied up. Tenants must make sure that the coffee machine, hobs and similar are turned off prior to leaving the venue.
15. Tenant is responsible for turning off all of the lights, close the windows and make sure the doors are locked when they leave the building.
16. If the tenant breaks the rules of leasing the venue, the board of Samfunnshus Vest reserves the right to refuse access to the house for a shorter or longer period.

As a tenant in Samfunnshus Vest we ask that you make sure that all doors, especially outer doors are properly locked when leaving the house. The outer door is locked by the lowest notch of the lock is pressed down. The upper lock must be locked from the outside with a key.

This is important, and we ask that you help us making sure that the door is properly locked.

#### Fire protection

- Meeting and festive venues in Samfunnshus Vest are equipped with the following fire extinguishing equipment:
  - 3. Firehoses
  - 2. Handheld fire extinguishers
- The firehoses are in lockers marked with “BRANNSLANGE” and can be found in the following locations
  - hallway outside the main kitchen
  - entrance, reception 2<sup>nd</sup> floor
  - hallway by meeting-room 9.

using the firehose:

  1. Lift the apparatus off the wall
  2. Pull out the hose
  3. Aim the mouthpiece towards the flames
  4. Open the mouthpiece valve in position shower or beam.
- Handheld fire extinguishers are placed in:
  - main kitchen by the sink
  - hallway outside the corner livingroom

Using the fire extinguishers:

  1. Lift the apparatus off the wall
  2. Pull out the safety-pin
  3. Aim the mouthpiece towards the base of the

flame

4. Pull the trigger

- Escape routes:
  - main stairs
  - emergency exit from hallway by the main kitchen
- The lift must not be used during a fire or other reasons for escape

Fire instructions are found by the main kitchen and the kitchen by the corner living room, and must be read thoroughly.



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This part should be signed and sent in.

I have received the rental rules and am familiar with the fire instructions and where the escape routes are.

I know where fire extinguishing equipment is placed and how to use it.

I am responsible for following the rental rules and accept additional costs associated with breach thereof, including failure to finish timely.

Leasing date: .....

Oslo, .....

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Responsible tenant