

# SECURITY PERSON AGREEMENT

**To be returned to HYY's Office for Organisational Services when signing the facility use agreement!**

Organisation:

Number of participants: Approx.

Date of the event:

Location: Alina Hall

Type of the event:

## Excerpts from the terms and conditions of HYY's facility use agreement:

- The organiser of the party must appoint 4 security persons from among the organisation who have to fill in the security officer agreement and deliver it to HYY's Office for Organisational Services when collecting the keys. The security officers must supervise the general order in the party and, if necessary, catch or remove from HYY's facilities the person who causes disturbance (with the help of security guards, if necessary). The security persons must wear HYY's security officer vests or other clear identification and they are not allowed to be intoxicated. The security persons, as well as the person in charge of the party, must be reachable at all times in case security guards, HYY's representatives or the police need them and they have to be able to answer questions and operate according to their instructions.
- If the party is a so-called open party, the organiser must ensure that there is at least one security person at the entrance of the New Student House throughout the whole event. In other cases, the front door and the doors of the actual party facilities must be closed during the whole event. The doors must not be wedged open.
- In accordance with fire safety regulations, the maximum capacity of the facilities in the staircase A of the New Student House is 240 persons. The maximum capacity of Alina Hall is 100 persons. The supervision of the number of participants is the organiser's responsibility. Exceeding the number of participants may cause a serious danger in case of emergency.
- Non-members must not be let in to any HYY's facilities. If necessary, persons may be asked to present their student cards at the entrance. If they do not have the card, they do not have to be allowed to get in.
- The representatives of the organisations with club rooms on the same floor have the right to use their facilities during the party without being disturbed.
- The entrance to the event must be closed by 3.30am at the latest and the whole event has to finish at 4am at the latest. The facilities must be cleaned and emptied by 6am at the latest.
- Partying must take place only in the reserved facilities and not in staircases, for example. Smoking is permitted only in the smoking room of Alina Hall. Emergency routes must always be unobstructed.
- If the organisers detect that these conditions are not followed, they must inform the security services and ask them for help or they must discontinue the party, if necessary. An event is always discontinued if there are under-aged persons on the premises or if there is suspicion or evidence of drug use during the event. The Securitas guards of Kaivopiha area can be reached at 040 585 0791 during the day and at 040 581 7574 during the evening and night.

**We, the undersigned, commit ourselves to act as security persons in the above-mentioned event and to comply with the above-mentioned terms and conditions of the facility use agreement.**

*Name* *Date of birth* *Handwritten signature*

*Name* *Date of birth* *Handwritten signature*

*Name* *Date of birth* *Handwritten signature*

*Name* *Date of birth* *Handwritten signature*

In Helsinki \_\_\_\_ . \_\_\_\_ . 20\_\_