

# Rules when renting Winden

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Approved by:

Maskinteknologisektionens styrelse

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## Rules when utilizing Winden

The borrower must have read and understood this entire document before accessing Winden.

### General rules

1. Booking of Winden is done through the section website, [www.mtek.chalmers.se](http://www.mtek.chalmers.se), under "Bokning" which then will be approved by Rustmästeriets Windschef (the person responsible for Winden). Bookings are to be made at the latest one week before the event, unless otherwise decided with Rustmästeriet. Rustmästeriet has the right to refuse bookings
2. A contract must be written before accessing Winden and the fee of 500 SEK for students at Maskinteknologsektionen or 1500 SEK for others as well as the security deposit of 3000 SEK shall be paid. Rent as well as deposition is to be given in cash.
3. Winden may be used by student committees belonging to Maskinteknologsektionen, Chalmers employees associated with Maskinteknologsektionen, other students at Maskinteknologsektionen and other Chalmers committees.
4. Committees and other students of Maskinteknologsektionen rents Winden for free when arranging events which are available for- and favors everyone at Maskinteknologsektionen or events that generally favors the section.. To be regarded as an available event the event has to be marketed so that anyone at Maskinteknologsektionen can find the information well in advance (e.g. by the weekly newsletter, posters or Facebook events). Rustmästeriet decides which events are available for everyone at Maskinteknologsektionen.
5. Rustmästeriets Windschef has the right to cancel a booking one month before the event.
6. Rustmästeriet can cancel a private booking two weeks before the event if it coincides with one that is available to everyone at Maskinteknologsektionen.
7. Cancellations can be made free of charge until one month ahead of the

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booked date. If the cancellation is made later the borrower will be charged 300 SEK. To cancel an event, contact the Windschef.

8. Only associations and committees of Maskinteknologsektionen have the right to arrange events with an so called after party.
9. If not otherwise decided with Rustmästeriet, the key is handed over to the borrower between 12.00 och 13.00 by Rustmästeriets room in the basement on the day of the rental. After having received the key any errors in Winden must be reported to the Windschef within 30 minutes.
10. To be guaranteed access to the projector, Rustmästeriet must be notified during the signing of the "Winden Rental Agreement".
11. The audio equipment is provided without extra charge if an M-student is renting, and is given access to others for a fee of 300 kr. To be guaranteed access to the audio equipment, Rustmästeriet must be notified during the signing of the "Winden Rental Agreement".
12. On weekdays the borrower may use Winden from 17.00 on the day of the rental until 05.00 the day after, unless Rustmästeriet has decided otherwise. Winden must be cleaned by 05.00. The kitchen may be used from receiving the key until handing it back to Rustmästeriet. On weekends the borrower may use Winden from 15.00 on the day on the rental until 11.00 the day after.
13. If there's some space in Winden that the borrower won't use this must be reported to the Windschef, in advance of or in conjunction with the receiving of the key, and then by agreement not need to clean said space. If there is any trace of the event afterwards, the deposit will be deducted according to the list on page 11.
14. Smoking is prohibited throughout the entire property. Smoke machines are not allowed.
15. If monitoring guard and/or emergency personnel are summoned, the people responsible for the event must make sure the Windschef and the vice president in M-styret are contacted. If they are not, the deposited will be deducted according to list on page 11.

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16. The emergency exits must be clear at all times, to ensure evacuation if necessary.
17. When arranging events available for everyone the regulations of Chalmers Student Union must be followed. These can be found at [www.chs.chalmers.se](http://www.chs.chalmers.se), search for "Fest och alkoholpolicy".
18. Student society clothing has to be washed in at least 60 degrees Celsius to be used in the kitchen.
19. It's not allowed to stand on the tables of Winden. If this occurs, the deposit will be deducted according to the list on page 11.
20. It is forbidden to use tape that leaves rests, for example duct tape, in Winden. If any tape rests are found, deposit will be deducted according to the list on page 11.
21. To unalarm the doors to the main local, use the access card which is handed out with the key. Don't forget to alarm the doors after the event is over.  
Unalarm: 2A – show card – press code – A.  
Alarm: B – show card.
22. Return of key and inspection of Winden shall occur at the time decided by Rustmästeriet. If the borrower is late the deposit will be deducted according to the list on page 11.
23. If the cleaning is poorly performed, the borrower gets a new chance to clean up, but the deposit will be deducted according to page 11. The cleaning shall be done immediately or according to what Rustmästeriet decides until the cleaning is deemed complete. If the borrower doesn't clean up the entire deposit will be deducted (3000 SEK).
24. M-styrelsen together with the Windschef can decide if a cleaning company shall be hired for the cleaning of an event. This shall be paid by the borrower.



25. The borrower is liable to pay any damages, which may exceed the paid deposit.
  
26. Rustmästeriet is allowed to store personal data given in the "Winden Rental Agreement" for up to 2 years in purpose of maintaining contact for situations where it is required, for example in case of breach of contract.



## Rules for events with alcohol

27. On all events with alcohol there must be two people responsible for the event. They are ultimately responsible for the event, everyone working at the event and the fire security. These two people must be completely sober and present during the entire event. They shall also present themselves for the people working at the event to make it easier for monitoring guard and/or emergency personnel to find them in case of problems or emergency.

Winden must be reported as an event with alcohol at the latest three days before the event. This is done by filling in the form via the link.

<https://student.portal.chalmers.se/sv/studentliv/anmalanavarrangeman g/Sidor/default.aspx>. Observe that both “arrangemangsansvarig” and “medansvarig” must be completely sober!

In case of any changes concerning time, date or person responsible for the event, contact:

1. [chalmersvakten.aos@chalmers.se](mailto:chalmersvakten.aos@chalmers.se)
2. [tord.hansson@chalmers.se](mailto:tord.hansson@chalmers.se)
3. [vso@chs.chalmers.se](mailto:vso@chs.chalmers.se)

In case of urgent changes, also call:

**Chalmers monitoring guard: 031-772 44 99**

28. Alcohol may not be consumed in any other part of the Mechanical Engineering Building other than the main local Winden. The rental only applies to this local and none other. For example, the hallway outside is not included. The borrower must actively make sure none of the guests brings alcohol outside of Winden. This could for example mean putting up notes, having someone on look-out in the hallway and informing the guests of the rules.
29. No alcohol may be stored in the main local after the people responsible for the event have left.
30. If the event requires a liquor license this must exist and everyone arranging or working at the event must be completely sober during the entire event.



## Regulations when using Winden

Following is a checklist of what should be done before, during and after the event in Winden.

### Preparations before event

- Make sure everyone arranging or working at the event knows who to act in case of an emergency. See annex "In case of emergency".
- Make sure the fire equipments in the kitchen and in the bar are not blocked.
- Take appropriate action to make sure the local and its equipment (tables, chairs, etc.) aren't exposed to unnessecary damage. This could for example mean putting cloths on the tables.
- Keep in mind not to drag the furniture to keep them from scratching the floor.

### Events with liqour license

- Make sure the stairs in the stairwell as well as the elevator can't be used by the guests.
- Make sure the only entrance to Winden is the main entrance of the old part of the Mechanical Engineering building and/or the north gable. Entances that shall be closed for guest are via Bulten, from the basement (stairs and elevator) and the entrance leading down to the basement.

### During event

- Make sure no one uses the emergency exit in Winden if it isn't necessary. There's an alarm linked to the emergency exit and the borrower is liable to pay if the emergency exit is misused.
- Make sure there's no alcohol in any of the areas surrounding Winden. The only place where alcohol is allowed is inside the main local and the kitchen, alcohol isn't allowed in the hallway, bathrooms, etc.

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### After event

- Make sure to alarm the doors, if they've been opened up.
- Lock the door to the kitchen and close the pass-through between the kitchen and bar area.
- Make sure there's no alcohol left in the main local after the people responsible for the event have left Winden.
- After the rental there shall be no traces of the event. All items on the cleaning list on page 8 must be cleaned. If the cleaning is poorly performed, the deposition will be deducted according to page 11.



## Cleaning list

### Main local

#### Winden

- Whipe off tables and chairs.
- Make sure walls, window sills, radiators, etc. are clean.
- Sweep, mop and **scrape** the floors carefully.
- Empty all trash cans and put in new plastic bags.
- Tables and chair have to be put back in place accordning to the floor plan on page 13. Place chairs four and four at each table and put the rest of the chairs at the far end of the room. Make sure the sofas does not block the emergency exit.
- Make sure the blinds are pulled up.

#### Bar

- Empty and wipe out the fridges if they have been used.
- Turn off the small fridges underneath the bar and make sure the doors are open.
- Remove lists and tags from the bar.
- Whipe off the barcounter, the countertop and racks.
- Clean out the microwaves if they have been used.
- Sweep, mop and **scrape** the floor.
- Empty all trash cans and put in new plastic bags.



## Toilets

- Clean the toilets **properly**, don't forget the urinal and the floor outside the toilets.
- If needed, empty all trash cans and add new plastic bags.
- Sweep and mop the floors.
- Swipe off the window sills.
- Pour two buckets of water in the urinal and in the floor drain.

## Hallway and areas around Winden

- Mop the hallway outside of Winden. Do not forget the area outside the toilets.
- Make sure the stairwell looks fine.
- Make sure the stairs to Bulten looks fine.
- Make sure the elevator and the hallway in the basement and looks fine.
- Take a look upstairs. The person renting Winden is responsible of the entire mechanical-engineering house.
- Make sure the entrance looks fine. Remove beer cans and trash and make sure the garbage bin isn't overfull. Check stairs, railings and walls by the entrance.
- Check the area around the mechanical engineering-house and all the way down to Olga's stair and make sure there's no beer cans or glass bottles.

## Kitchen

- Empty dishwasher and plate rack.
- Cleanse the dishwasher strainers.

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- Clean, dry and put back all equipment that has been used.
- Empty and clean the sinks.
- Wipe off the stoves. Use the stove scraper.
- Clean out ovens, microwaves, fridges and heating cabinets.
- Put knives on the magnetic stripe above the stoves.
- Make sure the doors to the heating cabinets are open.
- Empty and wash the coffee filters and wash the coffee pots.
- Wipe off countertops, tiles, drawers, cabinet doors and other surfaces.
- Empty trash cans and put in new plastic bags.
- Sweep, mop and **scrape** the floor.
- Put all cleaning equipment in order at its intended place.
- Close the hatch to the main local
- Let Rustmästeriet know if any of the equipment got broken during the rental.

## Waste

- Tie up used garbage bags and throw them away in the garbage room in the basement.
- Glass is to be thrown away in the recycling facility at Gibraltargatan. Glass is only allowed to be thrown away at certain times. Please consider and respect these rules.
- Metal can be thrown away at Gibraltargatan as well.
- Large waste can be thrown away in the container at Rännvägen 2.

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## General

- Make sure the door to the kitchen is locked.
- Make sure the doors to Winden are locked, if they've been opened during the rental.



## Deposit deduction

If the cleaning is not satisfactory according to checklist, following deductions will be drawn from the deposit. Maximal deduction is 3000 SEK (the entire deposit). Rustmästeriet decides what's satisfactory cleaned and what is not.

If you have any complaints send an email to [omstad@mtek.chalmers.se](mailto:omstad@mtek.chalmers.se), which will be sent to M-styrelsen and Rustmästeriet, and the matter will be handled by M-styrelsen.

### Poorly performed cleaning

- 300:- Kitchen floor
- 100:- Sink/other surfaces
- 100:- Cupboards
- 500:- Stove and oven
- 400:- Heating cabinets
- 300:- Refridgerators not cleaned, inside and outside
- 100:- Not emptied and washed coffee filters
- 100:- Not emptied dishwasher strain
- 100:- Dishes still in the dish drainer
- 100:- Not cleaned blackboard.
- 400:- Winden floor
- Minimum 200:- Scratches on Winden floor
- 200:- Walls and/or ceiling of Winden
- 500:- Hallways, bathrooms and/or outdoors
- 300:- Traces of alcohol
- 500:- Traces of tape
- 300:- Tables
- 300:- Chairs
- 200:- Cleaning equipment not cleaned

### Other rule violations

- 200:- Kitchen knives not on the magnetic stripe
- 100:- Garbage left in kitchen

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- 200:- Tables and chairs not in their intended place
- 200:- Cleaning equipment not in its intended place
- 200:- Kitchen equipment not in its intended place
- 300:- Doors to main local not alarmed
- 500:- Unlocked kitchen door
- 500:- Open hatch between kitchen and bar area
- 500:- Unlocked sound system
- 500:- Spillage on/in sound system rack
- 300:- Lost/destroyed remote control for LED-strip
- 300:- Late pickup of key
- 300:- Late return of key
- 500:- Destroyed/lost key/card
- 500:- Standing on tables
- 500:- Not contacted Windschef and M-styrelsens vice president in case of summoning of monitoring guard and/or emergency personnel
- 500:- Alcohol outside of main local and kitchen
- Minimum 500:- Other rule violations



## Who to contact

In case of general problems, contact:

**Windschef:** Jonathan Andersson, 0730-27 56 39

**Rustmästare:** Maja Karlsson, 0706-07 61 17

**M-styrelsens VO:** Stina Wahlström, 0768-22 40 08

**Cubsec:** 031-761 90 00

Call 112 in case of emergency.

If none of the three first answers, call:

**M-styrelsens ordförande:** Moa Ekdahl, 0730-53 65 31

Or in case of only material loss:

**M-styrelsens intendent:** Carl Bodin,





## In case of emergency

In advance of the event, make sure that all workers know how to act in case of an emergency.

### Smaller injuries

Immediately to the right inside the kitchen door is a first aid kit located, which includes amongst band aids, burn gel etc. There is also fire blanket and a fire destinguisher.

If something's missing or runs out during the rental, please contact the Windschef.

### Summoning emergency personnel

In case of fire, larger injuries, alcohol poisoning etc. call 112.

1. Tell them your name.
2. Tell them are at Chalmers Tvärgata 4.
3. Tell them what happened. How many are injured? How severe are the injuries?
4. Agree on where you can meet the ambulance to guide them to the injured.

## Fire

### General

- In case of fire, press the "Brand"-button in the kitchen to make the emergency personnel appear quicker.
- The door in the right corner of Winden is an alarmed emergency exit. Other exits are the main entrance by the north gable, the one by the stairs facing the back yard och the one by Bulten towards Hörsalsvägen.
- Assembly point is "Herrgården", the old white house across from Klätterlabbet. This can also be seen on the evacuation plan.
- There are three fire destinguishers in Winden; one in the kitchen, one by the emergency exit and one by the entrance from the hallway by the bar.
- There is a fire blanket in the kitchen.

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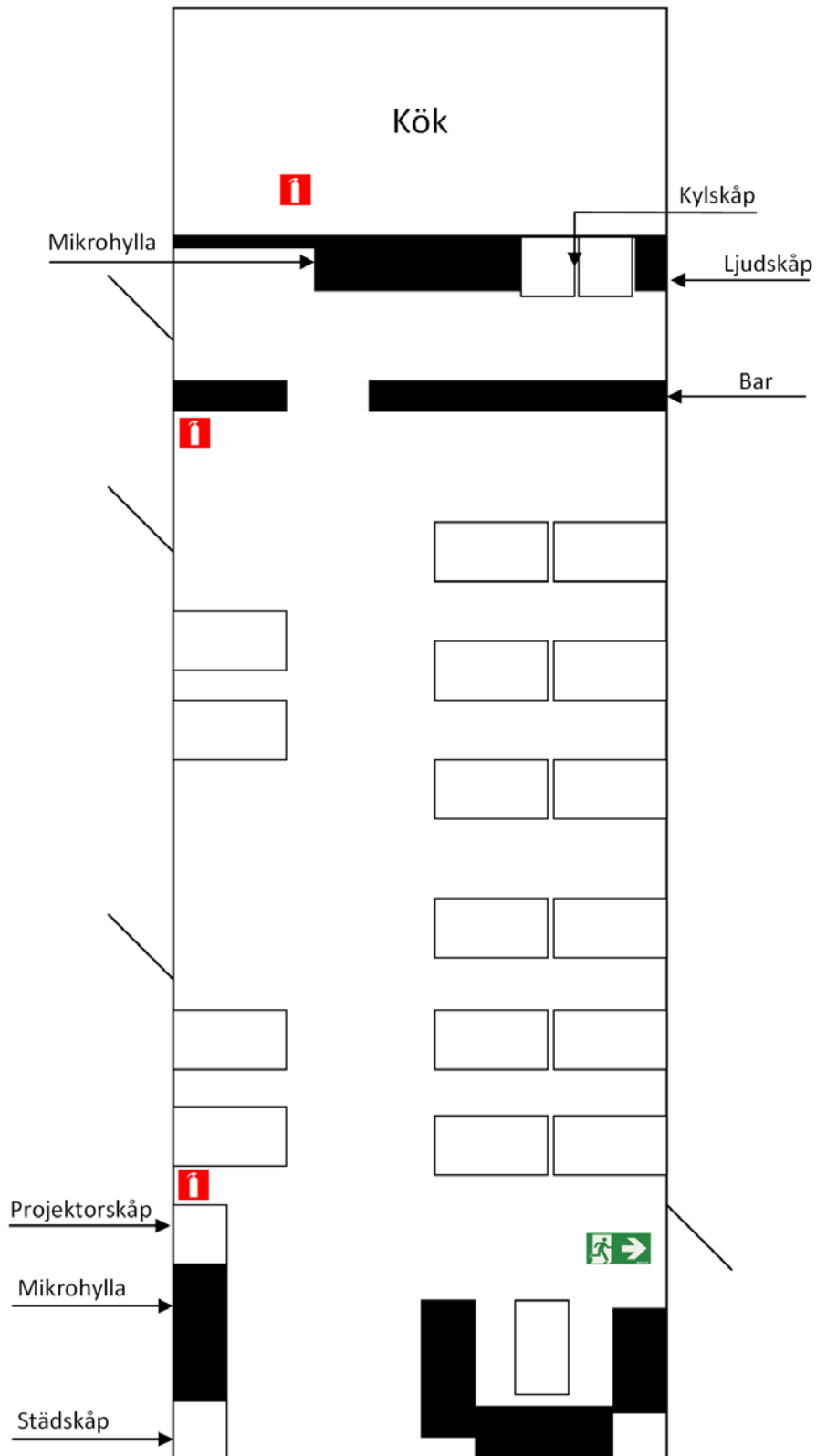
### When detecting fire

If the fire is small enough, try to put it out. If it isn't possible to put the fire out, follow the following steps. Keep in mind never to expose yourself to danger.

1. Call 112.
2. Inform all workers where the fire is.
3. Help with the evacuation by following the steps stated below.
  - Open all doors including the emergency exit.
  - Guide people to the exit and make sure the evacuation proceeds.
  - Make sure someone is at the assembly point to meet people.
  - Make sure someone meets the ambulance, if it's been summoned.
  - Make sure no-one uses the elevator.
  - Make sure no-one is in the bathrooms.
  - Make sure the local is emptied on people.



## Floor plan



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