

Beboerhuset Skæphøj (Skæphøj Community Centre) belongs to Østjysk Bolig Housing Unit 88. The community centre has an events hall and a guest room.

The events hall and guest room can be hired out by residents of the Østjysk Bolig, Ry Housing Units and members of the Skæphøj/Tippethøj Residents' Association. The events hall is also available to residents of Skæphøj Housing Unit 88 for holding events.

Any complaints relating to those hiring out the community centre shall be directed to the administration department of Østjysk Bolig.

The events hall and guest room will only be hired out to adults over 18 years of age. Hirers must be present during the entire duration of the event held in the events hall.

The events hall guest room are not intended for events such as "youth parties," where young people consume alcohol, play loud music and move about the local area.

The events hall is not available for hire on New Year's Eve!

Fittings, fixtures and as well as all equipment for the self-catered kitchen, e.g., crockery, cutlery and cooking implements are not hired out and must not be removed from the events hall!

#### EVENTS HALL

The events hall is approx. 54 square meters (6 x 9 m) with an attached toilet and self-catered kitchen. The self-catered kitchen is equipped with a dishwasher, cooker with oven, kettle and coffeemaker. The events hall has 8 tables (77 x 180 cm), 48 chairs and 3 baby highchairs. There is also crockery and cutlery for 48 people, as well as candlesticks, ashtrays, serving platters, bowls, etc.

The hire charge includes the events hall, fittings, fixtures and equipment for the self-catered kitchen, e.g., crockery, cutlery and cooking implements, reasonable consumption of electricity, water and heat, coffee filters, rubbish bags, dishwasher tablets, washing up liquid and cleaning products.

The hirer must bring their own tea towels, dishcloths, hand soap, toilet paper, kitchen roll and towels.

#### GUEST ROOM

The guest room is furnished with sleeping space for 4 people on a double sofa bed and a bunk bed, as well as an armchair and coffee table. The guest room has a private bathroom. The guest room has duvets and pillows for 4 people. The hire cost includes the guest room, reasonable consumption of electricity, water and heating as well as cleaning products.

The hirer must bring their own soap, toilet paper, pillow cases, sheets and towels.

#### PRICES

##### Residents of Housing Unit 88, Skæphøj:

- Children's birthday party held during the daytime DKK 100.
- Meetings DKK 100

- Other events DKK 250
- A deposit amounting to the hire fee + DKK 500 will be charged.
- Guest room DKK 100/day

Residents of other housing units and members of members of the Skæphøj/Tippethøj Residents' Association:

- Children's birthday party held during the daytime DKK 125.
- Meetings DKK 125
- Other events DKK 500
- A deposit amounting to the hire fee + DKK 500 will be charged.
- Guest room DKK 125/day

The hirer must ensure the facility is cleaned properly and cleaning instructions are followed every time, even after short events and meetings!

#### HIRE PERIOD

The hire period is 24 hours. However, the hire period can be extended by agreement if the events hall/guest room is available for hire.

During certain times of year, the events hall is in high demand, this applies particularly to the period when confirmation parties are held and there is often a waiting list. During this period, reservations must be cancelled well in advance! During busy periods rent will be payable in full per commenced hire period (24 hours).

The deposit fee and hire charge must be paid when the key is handed over. A rental contract must also be signed when the key is handed over. The hirer will be given a copy of the house rules and cleaning instructions.

The community centre is hired out by the Housing Unit Board of Housing Unit 88.

#### HOUSE RULES FOR BEBOERHUSET SKÆPHØJ

The hirer is responsible for ensuring that these house rules are complied with in all respects.

#### DEFECTS AND MALFUNCTIONS

Should the hirer discover any defects or malfunctions at the time when events hall/guest room is handed over, the tenant must notify the property owner of such defects and malfunctions immediately.

#### DAMAGE TO PREMISES, FITTINGS, FIXTURES AND EQUIPMENT FOR THE SELF-CATERED KITCHEN, INCLUDING CROCKERY AND CUTLERY

Any damage to the hired property must be reported to the property owner when the key is handed over. The hirer is obliged to pay compensation for damage of any kind. This applies to damage caused by the tenant or their guests to the premises, fittings, fixtures and equipment for the self-catered kitchen, e.g., crockery, cutlery and cooking implements. Any damage may only be repaired through Østjysk Bolig.

If the hirer fails to clean the premises properly or if cleaning is substandard, then the deposit will not be refunded!

#### EVENTS HALL

When using the events hall, the hirer must be always present as they are liable to the property owner.

Fittings, fixtures, kitchen utensils and tableware must not be removed from the events hall.

Nails, screws or drawing pins may not be inserted into walls or ceilings.

#### MUSIC AND NOISE

Music may not be played after 22:00 on Sundays to Thursdays, except on March 24 (Maundy Thursday), March 27 (Easter Day), April 22 (Great Prayer Day), May 5 (Ascension Day) and May 15 (Pentecost). After 22:00, guests should limit their time outdoors and all doors/windows must be kept closed.

Music may not be played after 24:00 on Fridays and Saturdays, except on March 24 (Maundy Thursday), March 27 (Easter Day), April 22 (Great Prayer Day), May 5 (Ascension Day) and May 15 (Pentecost). After 23:00, guests should limit their time outdoors and all doors/windows must be kept closed. Noise is not permitted after 01:00 a.m.

Sound system - music may only be played from the community centre sound system. You may not bring your own speakers.

Tables and chairs must be carried - not pushed or pulled!

#### PARKING

The parking spaces in front of the community centre are intended for the residents, which is why the hirer is asked to instruct their guests to park elsewhere.

#### SMOKING

Smoking is not permitted in the events hall. Smoking should take place outdoors by the ashtrays placed outside the community centre.

#### BBQ

Barbecues may only be used at the barbecue and campfire site located below the community centre.

#### USE OF OUTDOOR SPACES

The outdoor spaces around the community centre as well as the campfire/barbecue area may be used, but regard must be paid to residents and landscaping. Parents are asked to assist their children in treating other residents with respect and exercising caution around buildings, landscaping, cars, etc. This means that playing on the shed roofs, in parking lots, between parked cars, among fruit trees and plant/flowerbeds is strictly forbidden.

Ball games should only take place on the playground.

Tables/bench sets should be returned to their original location after use.

#### **GUEST ROOM**

Beds, duvets and pillows may only be used with pillow cases and sheets. Duvets, pillows and other fittings and fixtures may only be used indoors and must not be removed from the room.

Smoking is not permitted in the guest room.

Pets are not permitted in the guest room.