

## **RULES OF REGULATION FOR THE COMMUNITY HOUSE INNOVATIONEN**

Updated: 2023-07-20

For the sake of the neighbours in the area, there must be silence between 10:00 p.m. to 6:00 a.m. This means that sound should be kept at a level that do not disturb others. Remember to keep windows and doors closed, and adjust the sound level according to whether the roof in the greenhouse section is up or not.

1. Community members and their guests must be careful and take good care of the property of the community house.
2. If there is such damage in the community house that is an urgent matter and cannot be postponed, the technical administrator must immediately be notified. Ordering work at the community association's expense is not permitted.
3. No professional or business activities may be conducted in the community house.
4. Everyone who uses the community house is responsible for cleaning up after themselves. Cleaning equipment is in cupboards in the kitchen, and must be used to keep the community house clean and tidy. Remember to clean up after yourself when you use the toilets. Garbage must be taken care of and taken with you when you leave the community house. See cleaning checklist below.
5. Doors and the surroundings must be kept clear from a fire and safety point of view. Smoking is prohibited in the community house. Cigarette´s must not be thrown in common areas or in the yard.
6. Animals are not allowed to stay in the community house.
7. The community member is responsible for the guests that are in the community house, and the guests are only allowed to be in the community house as long as the member himself is present. All use of meeting rooms and overnight rooms must be notified in advance and approved by the board. All use of the greenhouse section after 22:00 must be approved by the board.
8. Only electric grills are allowed on the community land. Indoors, grilling is not permitted.

9. The Member or the renter is responsible for damage caused due to negligence or carelessness.
  
10. Community members must comply with other special regulations issued by the board for shared housing and community land.

**For the above rules of procedure, the following apply:**

- They are complementary to laws and statutes.
- Violations may result in the forfeiture of the right to use the community house.
- The board decides on and adopts rules of procedure.
- Basic respect and consideration must be shown between neighbors.
- The above regulations must be observed by community members, guests and users of the community house.

**Cleaning checklist: Overnight rooms**

The overnight rooms are cleaned by the renter, unless otherwise agreed. Leave the room as you would like to find it. You can wear shoes in the rooms, but make sure you don't bring a lot of gravel and dirt in with you. If the shoes are dirty, take them off or use shoe covers.

Cleaning equipment and refills can be found in the cleaning cupboard in the kitchen.

**Cleaning takes place as below:**

- Wipe of all furniture, window sills. If necessary, also vacuum soft furniture.
- Make the bed.
- Ventilate by opening windows and doors. Close windows and doors before leaving the community house.
- Vacuum the floor. Wipe the floor if necessary.
- Wipe up any stains from the floor.
- Clean the toilet: wash and wipe the sink, shower wall and toilet seat as well as mirrors. Remove hair from the floor drain. Empty the trashcan. Vacuum and wet dry the floors. Ensure toilet paper is restocked.
- Replace disk. Wash the dishes and put them back in their places.
- Empty the refrigerator. If the kitchen cord is used, it must be cleaned and prepared in connection with when it is used.
- Empty trash cans. The renter is responsible for disposing of rubbish in the correct, designated place.

## **Cleaning checklist: the meeting room and the greenhouse section**

When you have used the house, you must clean up after yourself. Leave the house as you would like to find it. This means that what is spilled must be wiped up and that the premises must be vacuumed and wet-dried if necessary. You can wear shoes in the house, but make sure you don't bring a lot of gravel and dirt in with you. If the shoes are dirty, take them off or use shoe covers.

Cleaning equipment and refills can be found in the cleaning cupboard in the kitchen.

**If you have rented the premises or organized an activity, cleaning must take place as below. Cleaning only needs to be done of the spaces and furniture that have been used.**

- Remove any decorations etc. Silver tape and pins are not allowed when setting up decor.
- Wipe furniture such as tables and chairs, kitchen counters, window panes and any other spaces that have been used. Dirt and splashes on walls must be wiped as well.
- Vacuum the floor in the meeting room.
- Sweep the floor in the greenhouse section.
- Wet-dry the floors in the meeting room. Otherwise, wipe away stains from the floor in the greenhouse part. For shorter bookings, the step can be excluded if the floor is clean.
- Clean the toilets: wash and wipe the sink and toilet seat as well as mirrors. Empty the trash cans if necessary. Vacuum and wet dry the floors. Make sure toilet paper and paper napkins are restocked.
- Restore the furniture to their places.
- Replace disk. Wash all the dishes and put them back in their places.
- Check outside the common house to make sure there is no rubbish, e.g. empty glasses or cigarettes.
- Empty trash cans. The renter is responsible for disposing of rubbish in the correct, designated place.