



Rental information Train Car

This document contains the rental rules regarding renting and using Chalmers Student Union's Train Car. The renter is responsible for reading the entire contract.

If questions arise you may text, or call during office hours, the **Premises Officer** at **070-772 39 15**.

Good to know

- There is no audio system in the facility. You may bring your own music player, but it should never be used outdoors.
- Sound levels must be kept low since Campus Johanneberg has neighbours on all sides and a lot of residents live in Guldheden. It is therefore important to keep the sound level as low as possible.
- During your entire stay, you must keep the booking receipt and a first aid kit with you.
- In the car you can find: 1 broom, 1 dustpan, 1 mop, 1 mop-bucket and soap. Disposable items such as bin bags, napkins and toilet paper shall be brought by the tenant.
- When you leave the Train Car, the refrigerator should be disconnected and the doors must be left open, otherwise, mold might appear.
- During wintertime (October-April), all radiators must be switched on (18 degrees Celsius) by the time of your departure, otherwise, the pipes might freeze. If you forget to leave the radiators on, you will be charged with the amount corresponding to the cost of repairing the damage.
- During summertime (May-September), the radiators should be turned off as you leave the car.
- If you must use the fire extinguisher you should after the fire is out contact the Premises Officer on 070-772 3915 (during night-time, send a text) to explain the situation and make sure that the fire extinguisher can be replaced.

Alarm

In order to disconnect and set the alarm, a code consisting of four numbers is required. This code will be given to the tenant when retrieving the keys.

To disconnect the alarm:

- As soon as any door has been opened you will have 60 seconds to get to the alarm computer and disconnect the alarm. You will find the alarm box in the south part of the facility.
- Enter the four-digit alarm code to disconnect the alarm.

To set the alarm:

- Upon departure, set the alarm by entering the four-digit code. The alarm box will start making beeping sounds and you will have 30 seconds to leave the car and close all doors.
- If you by accident happen to start the alarm, the siren will make sounds both inside and outside car. If this happens you should immediately contact the premises officer on 070-772 39 15 (if the alarm is sounding during night-time, send a text).



Cleaning and inspection

Trash must not be left in the trashcans around campus, these are not meant to deal with trash from events, but normal use. Please bring the trash to another appropriate location.

Please change the water in the mop bucket often, otherwise you just drag around dirty water and gravel on the floor without actually cleaning it.

The tenant must be on site for the inspection at **12:00**. Delays of 15 minutes or more will result in a deposit deduction.



Cleaning Checklist

Facility

- Floor swept and mopped
- Stain on walls cleaned
- Windows cleaned from inside
- Windows closed
- Trash emptied
- Cleaning supplies in order at the end of the Train Car
- Radiators on and set to 18 degrees Celsius (October-April)
- Radiators off (May-September)
- Lights off

Bar and furniture

- Bar thoroughly wiped off: front, back and on top
- Sink emptied and cleaned
- Fridges cleaned. If fridges are left on, close the doors, else keep the doors open
- Tables wiped off and set correctly according to furniture-plan
- Chairs wiped off and set correctly according to furniture-plan

Toilet

- Floor mopped
- Sink cleaned and wiped off
- Toilet cleaned and wiped off
- Mirror cleaned
- Window closed
- Radiators on and set to 18 degrees Celsius (October-April)
- Radiators off (May-September)

Outside

- Platform swept
- Trash, cans and bottles cleaned from the surroundings
- If cressets were used, make sure all wax is removed, can be done by using boiling water.
- The whole surrounding area and under the car needs to be checked and cleaned for bottles

and other trash. Also, the "Geniknöl" must be checked and cleaned.

Before leaving

- Windows closed
- Lights turned off
- Doors locked
- Alarm set
- Over check over the surroundings
- Make sure the toilet door is left open.

Other comments, for example broken items:



Rental rules for the Train Car

This document contains the rental rules regarding renting and using Chalmers Student Union's Train Car. The renter is responsible for reading the entire contract.

Responsibilities

- 1 § Contract signers who have rented the Train Car, hereinafter referred to as "the tenant", take full responsibility for affected buildings, area, and guests.
- 2 § The tenant must read the contract in its entirety prior to accessing the area as well as be in charge of the entire party following the house rules.
- 3 § The tenant must upon request be able to present a booking receipt during the stay.
- 4 § The contract signers are financially responsible for faults and damage leading to a deposit deduction.

Booking, rent, deposit and keys

- 5 § Bookings, cancellations, and key pickup through the Information Desk (Kårservice). Opening hours found at: <https://chalmersstudentkar.se/information-desk/>.
- 6 § Pickup of the keys should be done at the earliest two business days before the rental day.
- 7 § Rent and deposit are paid during key pickup. The renter receives a booking receipt that is to be returned when collecting the deposit. The booking receipt is handed out together with the contract and receipt of payment.
- 8 § Rules regarding cancellation:
 - a. Cancellation more than 15 days prior to the start of the booking period: no rent is charged.
 - b. Cancellation between 7 and 15 days prior to the start of the booking period: half the rent is charged.
 - c. Cancellation less than 7 days prior to the start of the booking period: the whole rent is charged.
- 9 § Keys are to be returned to the Information Desk no later than 2 business days after the rental ends.
- 10 § Exceptions from 7-8 § can be approved by the information desk.
- 11 § **The deposit is returned after any deposit deductions has been determined following an inspection. This can take up to five business days after the rental day.**
- 12 § No deposit is returned if you fail to present the booking receipt.
- 13 § If the deposit is not collected within six months, it accrues to the Student Union.



Arrival and access

- 14 § Renter has access to the facilities from **13:00** on the first rental day until **11:00** on the last rental day.
- 15 § Renter is obliged to check the premises and its inventories upon arrival.

- 16 § If any faults are discovered upon arrival to the area, the Premises officer must be notified immediately through HA@chalmersstudentkar.se. If possible, pictures of the faults should be attached. Any faults during inspection will be charged to the last renter.

General area

- 17 § All premises are non-smoking areas, and no pets are allowed as rat poison may occur.
- 18 § No seals can be broken unless an emergency occurs.
- 19 § Littering is strictly prohibited.
- 20 § The renter is responsible for reporting all damages or faults on property, equipment and inventory occurring during the renting period.
- 21 § The renter is responsible for restoring the cabin and its inventory to its original condition and place.

Responsible on site

- 22 § There must always be two sober people in charge of the facilities during the entire event. These are responsible for keeping everything under control and ensure rules are followed.
- 23 § The tenant is always accountable for the event but must not be in charge during the event itself.

Fire alarm and safety

- 24 § Any unwarranted fire alarm caused by negligence will be charged to the tenant.
- 25 § It is strictly forbidden to block the emergency exits. Blocking emergency exits will result in a deposit deduction.

Disturbance of neighbours

- 26 § Disturbing the neighbours is strictly prohibited.
- 27 § It is prohibited to use sound systems outdoors as well as fireworks.
- 28 § If loud music is played inside, keep windows and doors shut to keep the noise out. After 22:00 windows and doors must be closed to keep noise inside.
- 29 § If neighbours approach the area to discuss the situation they must be treated respectfully. If neighbours are feeling disturbed the entire deposition will be withdrawn.



Denial of rental and cancelling of events

- 30 § The Premises Officer has the right to deny rental and cancel bookings after contacting the tenant as well as cancel an ongoing event, if deemed necessary. The tenant is then obliged to immediately cancel their arrangement and vacate all premises.
- 31 § If a booking is cancelled in accordance with section 30 §, the Premises Officer may decide that no rent or deposit is returned.

Deposit deduction and appealing

- 32 § If misuse or damages occur, the deposit will be retained, either entirely or partially.
- 33 § Additional charges may apply if the damages are severe and/or the renter is required to restore any damages. Renter may also be denied future rentals of the Student Union's facilities.
- 34 § The deduction amount is based upon a current list of examples and adjusted by the Premises Officer.
- 35 § If the tenant considers that the deposit reduction is unjustified and wishes to contest it, the tenant may make an appeal to the Premises Officer.
- 36 § If the tenant has been wrongly treated by inspection personnel or the Premises Officer, this should be dealt with directly to the Premises Officer or further with the Student Union Management Board (Kårstyrelsen).



List of possible faults/damages

This list is an estimation of what the Premises Officer might deduct from your deposit due to various circumstances. These are only suggestions and other deposit deductions may occur. The tenant will always be the one responsible for any incident and total deductions might exceed the prepaid deposit. In that case, the remaining amount will be invoiced.

Examples of interference with regulations:

- Disturbing the neighbors 1500 SEK and upwards
- Lost key 1500 SEK per key
- Breaking the seal of the fire extinguisher without proper reason 1000 SEK
- Breaking the key 750 SEK per key
- Open or unlocked door/window 500 SEK each
- Blocking emergency exits 500 SEK
- Leaving the facility without setting the alarm 500 SEK
- Careless handling of electricity or water 350 SEK and upwards
- Cleaning and departure not completed by 11.00 am 300 SEK and upwards
- More than 15 minutes late for cleaning inspection 300 SEK
- Key is not returned on time 200 SEK and upwards
- The tenant is not the last to leave the area 150 SEK
- The tenant has not read the rental regulations 500 SEK
- Damage to buildings, lawn or walking paths Cost of repairing damage
- Fridges left closed if turned off 300 SEK
- The radiators have been switched off during wintertime (it should show 18 degrees) Cost of repairing damage
- The radiators are not turned off during summertime 50 SEK per radiator
- Lights are left on 50 SEK per switch
- Interior is damaged/broken cost of repairing/replacing
- Faulty cleaning inside 400 SEK and upwards
- Water remaining on the floor 400 SEK
- Faulty cleaning outside 300 SEK and upwards