

GUIDELINES for event builders

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The facilities of the Harald Herlin Learning Centre at Aalto University are open for everyone's use. All members of the Aalto community are welcome to hold events, meetings or exhibitions of various kinds at the Learning Centre.

During the time of an event, the Learning Centre must be able to deliver its regular services during its normal opening hours:

Mon to Thu 9–21; Fri 9–18; Sat 10–15

In addition, the Tori and Makerspace are open for Aalto University staff and students every day 7–24.

A description of events planned to continue beyond the normal opening hours or if alcohol is served, it always requires the presence of lobby services or care taker **also** during opening hours and must be notified at least one week in advance to the care taker. The organizer of the event pays these costs.

[Events outside office hours](#)

Non-university events

- If you are not a member of Aalto University and wish to rent a space, we request you contact Aalto University facility rentals: facilityrental.aalto.fi or tilamynti@aalto.fi.
- The presence of facility services staff or Securitas is mandatory after normal hours for customers who are not members of Aalto University.

Harald Herlin Learning Centre
Otaniementie 9, Espoo

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1. Event spaces

Three large event spaces are available: Tori, Makerspace and the Foyer. The shared-use conference rooms in the Learning Centre may be reserved by any Aalto staff through the Asio booking system. They come in different sizes, but generally are suited for meetings of less than 10 persons. Two seminar rooms (Juho and Vilho) are available to Aalto members on a fee basis. Their room capacity is about 20 persons.

APPENDIX 1: Bookable spaces

APPENDIX 2: Floor plans and serving areas

Space bookings, Asio: <https://booking.aalto.fi>

The keys to booked spaces are given to clients at the beginning of the time reserved and are to be returned soon after the event ends.

KEYS: Building custodian aula-oppimiskeskus@aalto.fi

2. Catering

Catering orders are between the client and the provider, and the provider bills the client directly. Catering may be provided in public event spaces as well as in meeting spaces.

Some of the spaces have an alcohol license; only Robert's Coffee is permitted to serve alcohol in these spaces under the law (see: **4. Contact details**, page 4).

APPENDIX 2: Floor plans and serving areas

3. General instructions:

3.1 Receiving and delivery

The transportation of incoming and outgoing goods and items occurs through the utility entrance at Otaniementie 9. During the unloading and loading you can also park near the main doors (max 15 minutes). Otherwise the parking area must comply with the Espoo City parking rules.

3.2 Cleaning

Clients are responsible for cleaning their event space during and after the event. They should see that the space is restored to its original condition and that all furniture and equipment put back in place. Stains or tape marks left on any surfaces, such as floors, must also be removed. (See: **4. Contact details**, page 4).

3.3 Power, lights and sound design

Clients are responsible for the electric power, lighting and sound design of any events that require unusual arrangements.

The second floor of the Learning Centre is a quiet zone, so clients must take care to ensure that no noise from their event disturbs the library patrons there.

3.4 Media wall

Events at the Tori may use the media wall, a multi-monitor panel consisting of eight large display screens. The wall can serve as a background visual element for presentations, discussion panels and interviews and as an audio system.

User support for the media wall: Facility services, tel. +358 50 537 2604

3.5 Furniture

Clients may use the furniture and equipment in the space they book. Some tables and chairs are available at the Learning Centre – ask about these when placing your order. If other furniture or equipment is needed, you must procure or rent it yourself.

3.6 Brochures

Clients produce their own brochures, notices and advertising for their events and are responsible for their distribution and removal.

3.7 Insurance and release of liability

The Learning Centre has no responsibility for event insurance coverage or for incidents of injury or theft occurring at the event. We recommend that clients obtain insurance against loss or damage and indemnity insurance for their own goods, items, devices and furnishings.

The setting up of all artwork and other items for display at the Learning Centre occurs at the owner's risk.

3.8 Liability for damage

Should building property incur loss or damage during an event, the costs of repair or replacement will be charged to the client.

3.9 Permits, security and rescue plans

Events may not hinder or disrupt the normal operations of the Learning Centre. For large-scale events that are open to everyone, the client must make an emergency rescue plan in accordance with the law if so determined by the authorities.

Emergency exit routes and fire extinguisher locations must remain unobstructed by any furniture, equipment or other items brought by the client or any Learning Centre furniture rearranged by the client.

Clients are responsible for obtaining official permits for events as well as for any Gramex or Teosto royalties or copyright fees. For more information, see <http://www.teosto.fi/en>.

If necessary, clients with large events must arrange for security guards themselves.

3.10 Parking and accessibility

Please note that there is limited parking space in the immediate vicinity of the Harald Herlin Learning Center. Parking spaces allows time-restricted free parking of 2 or 4 hours by using a parking disc. The parking area must comply with the Espoo City parking rules.

Main entrance route: A parking place for people with disabilities is located within 10 meters of the entrance. The parking bay is marked and its berth is at least 3.6 meters wide. For assisted visitors a parking place is located less than 5 meters from the entrance and the passage to it is barrier-free. The route to the entrance is marked, lighted, adequately wide and on level ground.

Main entrance: The entrance is easily distinguishable, lighted and canopied. The glass entrance doors can be easily seen and they include contrast markings. Adequate space for movement in a wheelchair, for example, is available outside the door. The door opens automatically by push button.

Audio induction loops are located in seminar rooms Juho 126 [20] and Vilho 233a [20]. Spaces with audio induction loops are marked with the T symbol:



4. Contact details

SERVICE COMPANIES

Robert's Coffee

puh. +358 40 922 9125

otaniemioppimiskeskus@robertscoffee.com

RESTAURANT ALVARI

alvari@amica.fi

puh. +358 40 649 5281, 044 710 9533

MEDIA WALL: USER SUPPORT

Facility services

tel. +358 50 537 2604

SECURITY

PR-Sec Oy

Security guard and safety services

www.pr-sec.com (in Finnish)

palvelut@pr-sec.com

MAU KAS

info@mau-kas.fi

p. 040 7050157

CLEANING SERVICES

Minna Tsokkinen-Sirén

puh. +358 50 342 6436

minna.tsokkinensiren@palmia.fi

Securitas Events Oy

laila.gillberg@securitas.fi

www.securitas.fi/fi/turvallisuuspalvelut/

(in Finnish)

APPENDICES:

- APPENDIX 1. Bookable spaces
- APPENDIX 2. Floor plans and serving areas
- APPENDIX 3. Pictures of the exhibition spaces

APPENDIX 1. **Bookable spaces**

Asio Booking System: <https://booking.aalto.fi/kalenterit2/index.php?setlang=eng>

The resource-code of the space is in parentheses (), the space capacity in square brackets [], and the equipment included in the space is listed last.

Otaniemi / shared used meeting rooms / Learning Centre


- Ilmari** (106) [12] LCD panel and whiteboard..
- Arttu** (107) [4] LCD panel and whiteboard.
- Jaakko** (108) [4] LCD panel and whiteboard.
- Dora** (109) [6] LCD panel and whiteboard.
- Johanna** (113) [20] LCD panel and whiteboard.
- Aslak** (214) [8] LCD panel and whiteboard.
- Eetu** (213) [16] LCD panel and whiteboard.

The Learning Centre's rentable seminar space

Juho (126) [20]

 Audio induction loops, (2) data projectors, wireless microphone, sound system, whiteboard

Vilho (233a) [20]

 Audio induction loops, (1) data projector, wireless microphone, sound system and whiteboard.

Learning Centre event spaces

Makerspace (K004a) [150] Data projector; wireless, headset and hand microphones; sound system, LCD panel, whiteboard.
See the next page for more information!

Main lobby [50]

Tori (115a) [60]

Wireless microphone, sound system, LCD panel and whiteboard.

Foyer (210a) [35]

LCD panel and whiteboard.

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Otaniementie 9, Espoo

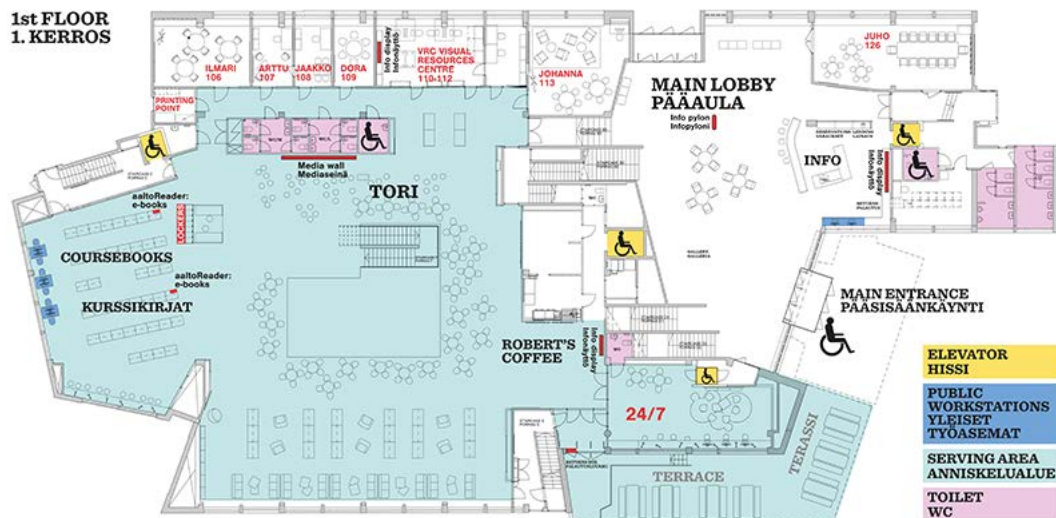
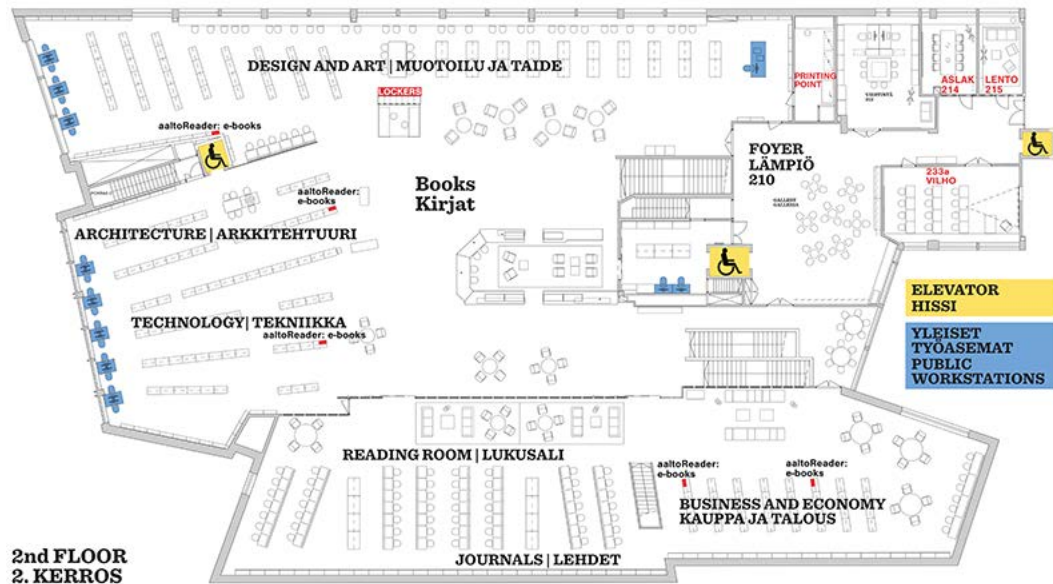
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Makerspace (K004a) [150] Data projector; wireless, headset and hand microphones; sound system, LCD panel, whiteboard.

Furniture can't be moved without permission. If the furniture is moved without agreement, the organizer of the event should take them back to their proper places.



APPENDIX 2. Floor plans and serving areas



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Otaniementie 9, Espoo

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