

## **Organizing exhibitions and events in Mikkeli Regional Library**

Main Library's Mikkeli-sali is subject to a charge. There is a charge for janitorial work in case an exhibition covers whole of the Mikkeli-sali or altering of furnishing is needed for an event. The board of welfare and participation determines the fees.

Library may book events during an exhibition using only the walls of Mikkeli-sali. The Main Library and most of the local libraries have the opportunity to organize exhibitions. Contact information of the libraries can be found at <http://kirjasto.mikkeli.fi/library-opening-hours-and-contact-information/>

There is no charge for the Main Library's adult exhibition area and local libraries exhibition spaces. The subscriber must agree with the library whether to post the exhibition on the library's home page and Facebook.

## **User regulations of Mikkeli-sali 1.1.2006**

1. The library building's Mikkeli-sali is intended for use by organizations, associations, clubs, etc. for various meetings and events suited to the nature of the hall. Temporary use for purposes other than those for which the Library is responsible shall be decided by the Library Director.
2. Access is requested using the booking form, which is available at the library and can be printed from the library's website.
3. The Mikkeli-sali may be fully or partially disposed of as required.
4. The event organizer is responsible for the supervision of the event / exhibition as well as the exhibit material. The hall user is obliged to compensate the damage to the property and the property and undertakes to comply with the library's rules of use.
5. The Mikkeli-sali can seat up to 196 people.
6. The Mikkeli Hall can be used on all days except for certain public holidays.
7. The Library Director may, for special reasons, change or cancel a reservation by notifying the person concerned in writing at least one month in advance. The reservation will expire unless confirmed by the person who booked the room at least two weeks before the deadline

8. The board of welfare and participation determines the fees for the use of the hall, which are charged for the entire period during which the Mikkeli Hall is occupied by the booker. There is a surcharge for hours outside the library's opening hours.

The rent will be charged for bookings that have not been canceled by the bookinger at least 2 days in advance, the rent will be charged.

The Library Director has the right to decide whether to grant relief in individual cases. If the library will incur additional costs for using the Mikkeli-sali, these costs will always be charged to the event organizer at the same time as the minimum fee.

There is no charge for events that involve the Mikkeli Regional Library.

9. If it turns out that the room booker does not comply with these terms of use, the library may refuse access to the Mikkeli-sali.