

1. Booking

- **Book ahead of time:** All meeting rooms must be booked beforehand through the Student Union's secretary (info@tipikas.ee).
- **Include the following details in your booking:**
 - room number
 - date and time of room use
 - event name and approximate number of participants
 - organisation
 - name of the person booking and the responsible person's contact phone number
- **Cancel if not needed:** If you no longer need your reservation, inform the secretary so others can use the room.

2. Use of time

- **Respect other bookings:** Leave the room when your booked time slot has ended.
- **Consider preparation time:** Include any necessary setup and cleaning time in your booking.

3. Cleanliness

- **Keep it clean:** Make sure to clean up after yourself. Remove trash and personal items. Waste sorting is mandatory at the university - bins for different types of waste and instructions are located in the same corridor as are the rooms.
- **Leave the room as it was before:** Put chairs, tables and equipment back in their original places.
- **Report issues:** Inform the secretary if equipment is broken or supplies are missing.

4. Equipment and Technology

- **Use equipment responsibly.**
- **Partition wall:** If you encounter issues with the partition wall, inform the secretary.