

## SFC Access Card Application and User Policy

<b>Name:</b>	<b>ID / Passport:</b>
<b>College / Company :</b>	
<b>Courses or Projects at SFC :</b>	
<b>Phone:</b>	<b>Email:</b>
<i>Card Number(for current cardholder):</i>	

- The following terms and conditions cover use of access card. These conditions are to ensure the safety and convenience of everyone.
- You are responsible for the use of any access card issued to you including unauthorized use by other parties.
- Do not sell, swap, or transfer your card to any other person at any time.
- For student users, access cards expire based on study requirements and may require re-activating at the end of a semester or project period.
- Issuing of a card does not constitute approval to access all areas; individual approval is required for specific areas.

### **General Policy**

- Office hour: 9:00-17:00 (Monday-Friday); the space could be used: 9:00-22:00.
- No smoking inside.
- Clean up the mess when you leave. Return the tools, stationary and the chairs after each time you use the space.
- No food anywhere except cafeteria.
- Contact staff if you want to put your poster here.
- Park your bike outside the building.

### **Space Policy**

#### **Stage, Backstage, Studio and Suit**

- The use of Stage, Backstage, Studio and Suit needs to be reserved through 'ATDF Space Reservation Form' on SFC official website.
- Ask staff if you want to test and operate the equipment in advance.
- Clean up the space and turn off the projector after use.

#### **Meeting Rooms**

- Leave rooms for others if you are alone (Minimum of 3 people is required to use the meeting room).
- Maximum reservation time for meeting rooms is half a day.

#### **Puuhamaa**

- Use only the tools that you know how to use. No dangerous experiment allowed.

- Tools can be used only in the Puuhamaa. Put them back to the right place after use.
- No painting inside.

**Kitchen and Cafeteria**

- Clean up all the kitchenware; turn off the kitchen appliances after use.
  - Party is not allowed.
  - Mark your own food. Public refrigerator will be cleaned every Monday.
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**“Learning by Hunting” Space policy test**

Please find all the questions in SFC and fill in the answer sheet.

Know us better, love us more.

Thanks for your understanding and support.

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21.	22.	23.	24.	25.					

**By signature, you acknowledge that you have read and agree that the above-mentioned policy. Your certificate and access card will be withdrawn because of any behavior breaking the policy.**

**Signature:**

**Date :**