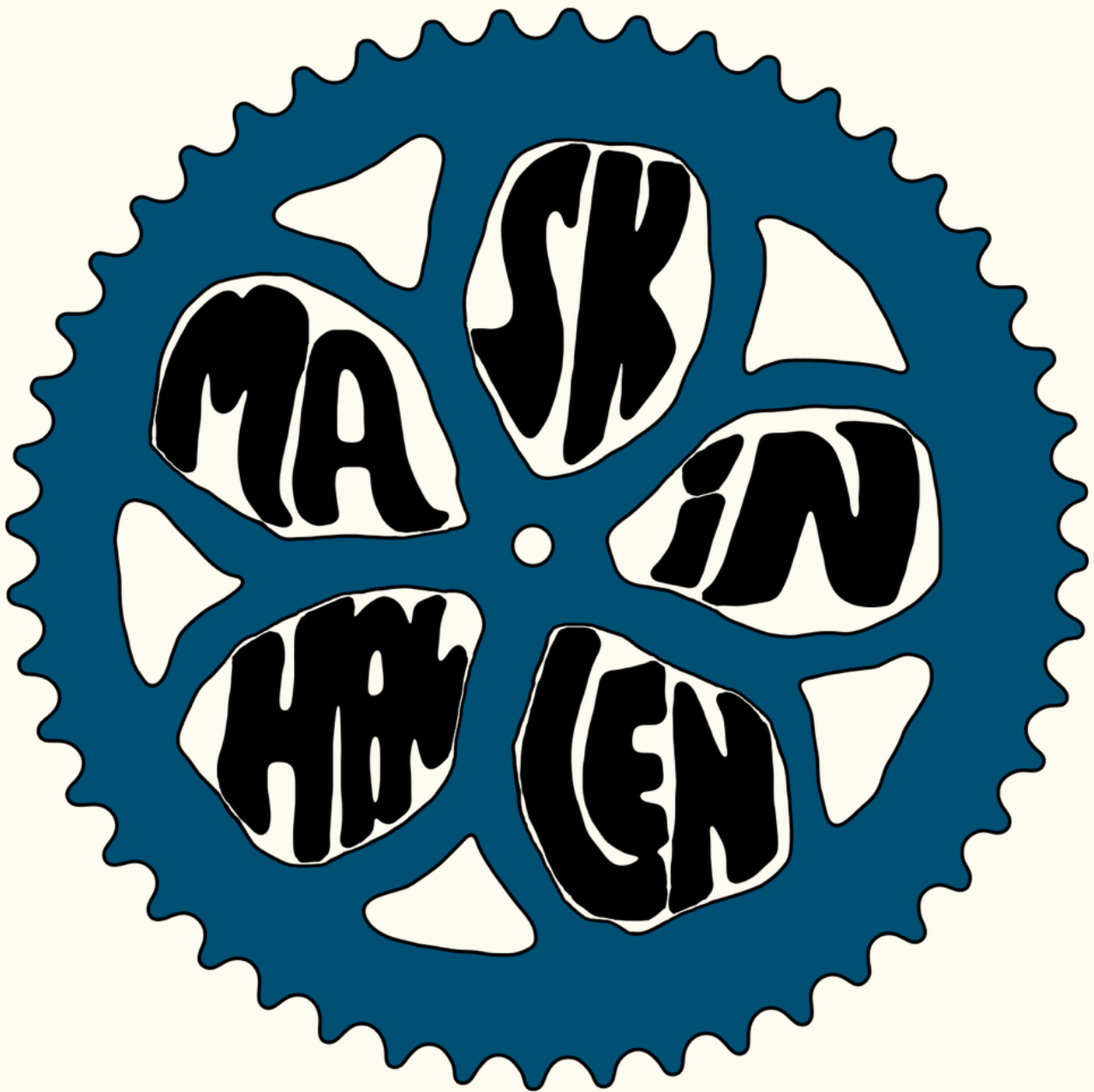


A GUIDE TO USING MASKINHALLEN



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The purpose of Maskinhallen

When your organization uses Maskinhallen for an event, we expect it to be open to the public. We will add it to the calendar on our website and to Maskinhallens Facebook and Instagram.

Our focus is on social inclusivity – both daily, and when our members use the facilities in Maskinhallen for events. Make sure you consider this when you plan the event.

You are allowed to charge an entry fee, but we highly recommend the event be either free or with a very low entry fee to allow people with low income to attend. Also, consider giving free tickets to people in your target demographic who might not be able to afford a ticket.

Booking

If your organization wants to make an open, public event in Maskinhallen, you must be a member of Foreningshuset Sundholm 8.

You will then have a member login to the booking system, where you can request to book Maskinhallen.

Upon receipt of this request, you will be contacted by Maskinhallens Activity Coordinator, who will need more information about your event to figure out if it is workable within the means of Maskinhallen

Remember to include time for preparation, tidying up and cleaning Maskinhallen after use in your time estimations.

If we approve your booking, you will receive an email from the booking system, as well as information from the Activity Coordinator.

You can set up a date for being given a tour of the facilities in Maskinhallen and receive further information in writing. If you already have an electronic key to Sundholm 8, we will make that key work for Maskinhallen as well.

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Photos

A condition for using Maskinhallen is that you photograph your event or activities.

These pictures will be used for documentation, and we will use them on our website and social media, with your approval.

You must send the pictures to the Activity Coordinator no later than one week after your event.

PR

Since events in Maskinhallen are open to the public, you must send us any PR material. We will put this on our website for Sundholm 8, our newsletter Frivilligposten (published at the start of every month except July), and Maskinhallens Facebook and Instagram pages.

Please send us the following information:

- Names of person/people responsible for the event
- Name of the event
- Description of the event
- Date, and time of even (start to finish)
- Picture for illustration of the event (1500 x 1000 pixels, wide format – and square 1500×1500 pixels for SoMe)

Note: It's important that we have the rights to use the picture for social media (copyright).

Please send this material at least three (3) weeks before the event – and before the first of the month, so we can add it to the calendar for the next issue of Frivilligposten (which goes out to over 300 recipients.)

Cancellation

If you have to cancel your event, please inform the Activity Coordinator about this as soon as possible, so we can free up the premises to be used by someone else

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Entrance

For your event, please use the front door for visitors/audiences to come and go. Do not use the back door for visitors/audience.

Alarm

You will be fully briefed on the alarm system upon your tour with the Activity Coordinator.

Elevator

The elevator has been approved for the use of people and goods. It runs from the basement to the high ground floor. The elevator key can be found in the cleaning locker, the keychain marked with a capital E.

It is very important that you leave the elevator at the ground floor level (not street level) when you are finished with it. If left at street level, water will run into it, and it breaks down.

Alcohol

If you need a permit to serve alcohol at your event, you must fill it out and send it to the police yourself.

You can find more here:

<https://politi.dk/offentlige-arrangementer/udskaenkning-af-alkohol-lejlighedstilladelse>

AV-equipment

Maskinhallen has a projector, speakers, microphones and light equipment. During your tour you will be shown what we can provide, and how it works.

If you need to use the microphones, please make sure you tell the Activity Coordinator, as they are usually locked up.

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Lighting

The lamps in the ceiling can be made to create a "stage" – a mixer to control the light can be found in the corridor.

During your tour, you will be shown how the light works.

Blackout curtains

You can create a "black box" in Maskinhallen. All windows have blackout curtains, and there is a remote control for all of them. Please leave it where you found it.

During your tour of Maskinhallen, you will be shown how the curtains work.

Internet

Maskinhallen has WIFI. A note with the name and code can be found in Maskinhallen.

Bathrooms

There are two bathroom stalls with entrance from the main hall. We provide paper towels, toilet paper and soap.

Tables, chairs and benches

You can set up the tables, chairs and benches in the room. You can seat 100 sitting and 150 standing people. 100 chairs can be found, and wooden tables and benches can be found in the corridor by the elevator.

Please return anything you set up to the place where you found it.

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Coffeemaker

Coffeemaker and electric kettle can be found in the kitchen.

You must provide your own coffee beans and milk.

To make half a pot, fill the pot to 6 and pour the water into the coffeemaker. To make a full pot, fill to 12. The coffeemaker has a red light when it has water in it.

To make half a pot, use one measuring spoon of coffee. For a full pot, please use two measuring spoons.

PLEASE REMEMBER to turn the coffeemaker off before you leave the building. Please also wash the pot (handwash) and wipe down the coffeemaker.

You can find coffee and tea pots in the dishwasher-room.

Utensils, plates, cups, soupbowls

Plates and soup bowl scan be found in the cupboard under the coffeemaker. Small coffee cups and waterglasses are under the bar counter. Utensils, regular size coffee mugs, wine- and champagne glasses can be found in the kitchen.

After doing the dishes, please remember to put everything in its proper place.

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Dishwasher

All dishes etc. must be washed and all put back in its proper place. Use the dishwasher except for the few things that must be handwashed.

To turn it on, press TÆND. The dishwasher takes 15 minutes to warm up.

It is important that you rinse the dishes etc. before you put them in the dishwasher. Please do this in the big sink next to the dishwasher.

Remember to put the dishes on a tray before putting it in the dishwasher. A washing cycle takes about five minutes.

After you are done using the dishwasher, you need to empty the water out of it. This is done by closing the dishwasher and pushing and holding the button that looks like a butterfly.

Finally, you need to empty the filter in the dishwasher for bits of food and gunk. Please also empty the filter in the sink.

Waste

In Maskinhallen, we sort our waste. The various sorting bins are in the kitchen – make sure you look carefully at the different signs on the bins, so you put the trash in its proper place.

When you wrap up the event, please take out the remaining trash, as well as food waste. The container for "Restaffald" (assorted waste) is on the opposite side of the street, close to Natcaféen. The container for food waste is by the back stairs.

In the cleaning room, you will find a bucket for glass shards, if you by accident break a glass or plate.

Returnable bottles ("pant")

You must remember to take your own returnable bottles when you leave Maskinhallen, as we have no way to get rid of them for you.

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Kitchen

When you have booked Maskinhallen, you can also use the kitchen.

If you would like to use the kitchen from the day before, to prepare food, please arrange it with the Activity Coordinator when you book.

There is a fridge in the kitchen for your use. Please do not, under any circumstances, leave food or drinks behind after your event.

The stove is electric and has six burners. The two burners closest to the blue cabinet are, however, out of order. You will find three 14-liter pots, and one 20-liter pot. Furthermore, the kitchen has a mixer, an industrial oven with room to fit four shelves, a blender and a food processor.

Food and drink

You must bring your own food and drinks. Under no circumstances must you leave any of it behind when you close up at the end of the event.

If you have any prepared food left, you can contact Natcaféen and ask if they want it. Use phone number 33 17 67 14. You can also pack it in boxes and hand it out to people on the grounds. Any leftovers must be taken home by you or thrown away. Do not leave any food, drink or bottles/cans behind.

The cleaning room

The cleaning room is under the stairs between the dishwasher room and the kitchen. Here, you will find clean dishcloths, broom and sweeper, trash bags, extra toilet paper, paper towels, hand soap and assorted cleaning supplies.

Dirty dishcloths and wipes go in the green box in the cleaning locker.

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Backstage

If you need a backstage room or somewhere where your volunteers can retire to, you can use the backstage room on the second floor. The room is currently being renovated and improved.

Basement

Unless specifically agreed upon with the Activity Coordinator, you are NOT allowed to store your things in the basement.

Sandwich signs

We have several sandwich signs, which you are free to use for a poster or flyer out on the street. The signs are in A2-format and below. They are stored in the basement.

Heat

Maskinhallen is an older building, and can feel chilly, especially in the wintertime. The ceiling has been newly insulated, which hopefully will improve the temperature.

Cleaning up

Put everything in its proper place. You must lightly clean the main hall and wipe down tables and the coffeemaker, do the dishes and sweep the floors of the main hall and kitchen (if you have used it). Cleaning supplies (broom, dishcloths etc) can be found in the cleaning room. Put dirty dishcloths in the bucket and turn off the coffeemaker and dishwasher before you leave. Remember to take the trash out, as well.

If your cleaning is not satisfactory, or you have left a mess, we will charge you a minimum of 400 kroner to clean up. If you arrive and find the building dirty or mess, please take pictures of it and send it to the Activity Coordinator.

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In case of fire or other emergency

In case of fire in Maskinhallen, use the fire extinguisher placed by the toilets. In case of a kitchen fire, or a fire in the dishwasher room, use the CO2 fire extinguisher and the fire blanket, found in the corridor by the back door.

Note: It is VERY important not to use the CO2 extinguisher against a person, as it can be highly dangerous to do so.

If the fire is in a pot or pan with oil in it, do NOT use water. Use a pot lid or the fire blanket, fold the hands around the edge and place it carefully over the fire, thereby choking it. Learn more about that [here](#).

Notify the fire department as soon as possible (dial 112) and evacuate everyone through the front doors or the back door.

If you encounter a situation where you feel unsafe, we encourage you to keep a good tone. If you should experience a violent conflict, please call the local police at 33 14 14 48.

Ways of escape

You may use both the front doors and the back door in an emergency. Remember to notify the authorities when you are safe.

Outdoor area

You are not allowed to use the outdoor area. If you want to hang banners etc., you will need a special permission for it.

You are not allowed to create sound, light or smells that bother any of the neighbors or the local area.

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Shutdown procedure

After your event is over, you need to:

- Turn off the coffeemaker and clean it.
- Sweep the floor of the main hall and the kitchen. (The broom is in the room under the stairs by the backdoor.
- Do the dishes. Remember to use the dishwasher and turn it off after use.
- Wipe down tables, chairs and coffeemaker, wash the coffee pot.
- Put any tables, chairs and other furniture back where you found it.
- Close all windows – both main hall and kitchen
- Turn off all lights. Don't forget the bathrooms
- Lock the elevator, if you have the key for it.
- Take whatever trash there is, out.
- Lock both front and back doors and switch on the alarm.

Debriefing

After each event, please send the following information to maskinhallen@sundholm8.dk:

- Number of guests/participants in the event?
- Description of target demographic
- Social inclusion – and how you factored it in?
- Any experience or knowledge you want to share with others.
- Photos from the event – at least three per day, and approval for our use of it on social media, website and our newsletter.

**ENJOY YOUR
EVENT/ACTIVITY!**