

Donors' Lounge

Aalto University's Donors' Lounge is available every day of the week from 08/09:00 to 01:00. The reservation contact person will be notified of any exceptions.

Reservations for Aalto internal events are made by using an online form which can be found here: <https://www.aalto.fi/en/give-for-the-future/donors-lounge>. (Requires signing in to aalto.fi)

Our external guests make reservations through Katja Hampunen, Coordinator, Donor Engagement at katja.hampunen@aalto.fi or by phone +358 50 475 0120.

Description and features of Donors' Lounge

Donors' Lounge is located at the [Computer Science building](#) (commonly known as T-talo or CS building), staircase B, 3rd floor. The room includes a 10-person conference room with LCD screen, a separate dining / meeting room for appr. 15 people with video projector and screen as well as video conferencing equipment, two flipcharts, kitchen, lounge, two saunas (appr. 14 + 8 persons at a time) and a roof-top terrace.

Air conditioning (timer, 1-6 hrs) is next to the brochure shelf just off kitchen. Click the button to turn it on when you arrive if it's not on already.

You can get **music** to the lounge area (sofa area) from your phone by connecting it to the cord next to the refrigerator.

For safety reasons the **maximum number of people allowed in Donors' Lounge is 25**. Possible exceptions to number of people will be announced upon reservation confirmation.

The well-equipped kitchen in the lounge has a tableware for about 20 people and two large refrigerators, stove and oven, microwave, coffee maker and electric water kettle. There is also a dish washer, but our guests should not fill or use it – dishes, as well as cleaning the space, are taken care of by our cleaning service.

Catering is not included in the rental fee. You can bring your own catering or pre-order from Sodexo, which operates in the building. Orders should be made well in advance and during weekdays. Sodexo contact information: tel. +358 50 431 9424 / +358 50 571 3242, or email ravintola.tietotalo.FMS.FI@sodexo.com.

You can also order sandwiches from Subway, which operates in the building. Subway contact information: tel. +358 50 564 9819 (website: <https://www.subway.fi/fi/ravintolat/espoo/espoo-otaniemi>).

Access to Donors' Lounge

The Lounge can only be accessed with an Aalto University access token. Access to the Lounge will be activated on the token for the durance of the event. For Aalto personnel access is

activated on the personal Aalto token. **PIN code is required outside the building's opening hours.**

Our external guests will receive an access token and related PIN code for outside opening hours from the building's reception. A designated person can pick up the token from the reception in the main lobby of the CS building at a time agreed upon booking.

At the end of your event, please leave the token on the table at Donors' Lounge. Please note that a **50 EUR** fee will be charged for a lost access token.

The tokens work on the reader at the B-staircase door at the east end of the CS building, on the left hand side just before the main entrance. Guests of the event can call the host on the intercom at the entrance upon arrival. The door can be opened from the Lounge via the intercom. The Lounge is on the 3rd floor.

Please do not leave the door open to the stairwell. The door being open for more than a minute will trigger an alarm.

Entering other facilities in the building or taking any catering outside of Donors' Lounge is not allowed.

Using the saunas

Sauna usage (incl. use of showers) and the hours required must be agreed on upon making the booking. Also please indicate whether you will use both saunas or just one of them (large or small sauna?). Please also provide an estimate number of bathers so we can ensure sufficient number of towels.

The heating of both saunas is set from within the Lounge. Saunas are easy to heat yourself, instructions are available in the dressing rooms and in this document. Guests are expected to heat the sauna themselves on evenings and weekends and in internal events. On weekdays, the building's reception personnel can be asked to help during their working hours.

Possible exceptions to using sauna and showers will be announced upon reservation confirmation.

Sauna heating instructions

In the larger sauna (space marked A308a) there is an intelligent heater with its control unit in a wall cabinet in the dressing room. Activate the heater by pressing the green button located in the cabinet to open the heater cover (the lid). This will activate the heater. The lid of the heater is motion controlled: if there is no movement in the space for appr. 30 min the lid will close. If the lid remains closed, re-activate the heater by pressing the green button again. There is a user manual in the dressing room.

The small sauna (space marked A309a) can be heated from the standard heater control unit on the wall just outside the dressing room. The rocker switch must be in position B. The left rotary switch is a time switch – rotate it to select the total time for the sauna to be heated. The right

switch is a thermostat control – you can change the temperature by rotating the switch. When you finish using the sauna, set the time switch to 0 if unused time is still left.

Open fire restrictions and security

The fireplace does not work, and it is not allowed to make fire in it. Therefore, there is no firewood available.

It is equally forbidden to burn live candles inside or on the terrace as well as to barbecue on the terrace – these actions will trigger an alarm.

Terrace door does not stay open by itself, it can be supported with e.g. a chair.

The security guard may check the premises during their rounds. This is a standard security procedure, and we apologise for any inconvenience.

Wireless internet access

Aalto Open is the wireless internet connection on the campus which is open to everyone. It does not require user authentication.

Contact information in case of problems

In case of any problems or issues please contact the building's reception, phone number +358 50 472 3100.

The reception personnel are primarily available as follows: during the winter season (appr. 1 September to 31 May) from Monday to Thursday at 07.45-20.00 and on Fridays at 07.45-18.00. During the summer season (appr. 1 June to 31 August) and weeks 51, 52 and 1, the reception personnel are available from Monday to Friday at 8.00-15.30.

Outside the reception personnel's working hours (in the evenings and on weekends), security company Palmia is in charge. Their on-call number is +358 20 491 2600. The public emergency number is 112.

Special use

Aalto University's Donor Engagement team provides Donors' Lounge under certain conditions free of charge once in a calendar year to donors and alumni associations. In other use, normal charges are applied.

Enjoy your stay!

We warmly welcome you and hope you enjoy your stay.

<https://www.aalto.fi/en/give-for-the-future/donors-lounge>

<https://aalto.fi/donate>