



Multipurpose Hall – Operating Regulations

Westhof Dübendorf

Multipurpose Hall, Zukunftstrasse 3, 8600 Dübendorf

Operating regulations valid from April 1, 2024

GENERAL

The subject of the rental agreement is the multipurpose hall on the ground floor of the Westhof building, Zukunftstrasse 3, 8600 Dübendorf. The owner is the Wogeno Zürich cooperative.

These operating regulations form part of all rental contracts/user agreements regarding the multipurpose hall and are binding.

The hall is rented out by the Multipurpose Hall Working Group (AG MZS), also referred to as the landlord.

All approved reservations require a user agreement, which will be stored. Exceptions are generally shorter, open events (e.g., meetings). The decision in individual cases lies with AG MZS.

In principle, the hall can be rented/used by Westhof residents and external parties, referred to as tenants.

Certain holidays (e.g., December 24, January 31, etc.) cannot be reserved far in advance for private events.

The tenant is responsible for ensuring that no more than 100 people are present in the room at the same time.

The tenant is also responsible for complying with any temporary hygiene and distancing regulations.

Any damage caused by the tenant must be reported immediately via beUnity to AG MZS or by email to ferster@net2000.ch.

Definition: Residents include the inhabitants of Westhof plus the business operators.

FACILITIES/FURNISHINGS

- Kitchen with dishes for approx. 80 people, dishwasher, glass-ceramic stove, and refrigerator.
- 80 chairs and 10 tables are available. They are stored in the depot room (entrance at house number 13, stroller at the door) and in the janitor's room on level -1 opposite the elevator.
- Usual furnishing: plenty of space for movement, few chairs/tables at the edge (see notice at entrance).
- Cleaning materials (cleaning cart, rags, cleaning agents) are in the depot room and partly in the cleaning cabinet. There is also a high chair for toddlers.
- Multimedia system (sound system, projector with remote, microphone, and screen): usage must be indicated when renting. Simple operation; one-page manual provided. Bluetooth for audio, HDMI for audio/video.
- Stage (wooden floor): contains foosball table, 2 sofas, and a grand piano with adjustable stool. Nothing may be placed on the piano. Piano usage must be indicated when renting.
- Artwork by Lutz & Guggisberg on the back wall of the stage must be treated with care.
- Wheelchair-accessible toilet is located in house number 13 near the hall entrance.

OPERATING HOURS

Rental (categories A–F) is possible during these hours:

- Mon–Thu: 08:00–22:00
- Fri & Sat: 08:00–24:00
- Sun: 09:00–22:00

Quiet hours start at 22:00 (Fri & Sat at 23:00). No noise outside the hall after these times. Exceptions for open events exceeding these limits may be approved by AG MZS.

RENTAL PRICES

A Community open events by owners or Westhof residents	free
B Westhof residents for private events	CHF 50 (half-day, 6h) CHF 80 (full day)
C Westhof residents for commercial events	By agreement (approx. 10%)

D External for non-profit events	CHF 150 (half-day) CHF 200 (full day)
E External for private events	CHF 200 (half-day) CHF 300 (full day)
F External for commercial events	CHF 300 (half-day) CHF 500 (full day)

Additional CHF 20 for cleanup the next day (until noon or 1 hour before next rental).

Piano usage: Categories C, D, E → CHF 50 extra; Category F → CHF 100 extra.

Open events (Category A) must be communicated (beUnity, notice board) so Westhof residents can participate.

Approved reservations require a user agreement. For small open events (e.g., meetings), AG MZS decides if an agreement is needed.

AG MZS decides in case of doubt about applicable tariff.

Once confirmed, rent must be paid within one week to the Westhof Community Association account.

CANCELLATION POLICY:

- 1–8 days before event → No refund
- 9–30 days before event → 50% refund

Internal rentals (A–C): generally no deposit. External rentals: deposit of CHF 300 may be required (cash at start, refunded after proper handover).

User agreement specifies handover time (usually after event, latest by noon next day).

Recurring rentals (e.g., weekly/monthly) possible for up to 4 months. No recurring rentals Wed afternoon or Fri evening–Sun evening. Exceptions possible with AG MZS approval.

AG MZS reviews all requests and may reject with reason. Priority order: A > B > C > D > E > F.

SPONTANEOUS USE WITHOUT RESERVATION

If unused, the hall is open to Westhof residents during operating hours under usage conditions. Reservations always take priority.

At least one adult resident must be present.

Piano key is in multimedia cabinet drawer. Users must sign the list in the drawer. Lock piano and return key after use.

USAGE CONDITIONS

To ensure enjoyment for all, the following rules apply:

- No smoking inside the building. Outside, use ashtrays and clean up.
- Observe operating hours and noise restrictions.
- Leave the room (including WC) as found. Applies especially to spontaneous use. Exceptions must be noted in the user agreement.
- Dispose of trash/take it with you. Poor cleaning → CHF 100 cleaning fee.
- Keep emergency exits clear.
- For sports activities, avoid black-soled shoes (leave marks on sealed anhydrite floor; tenant must remove them).

LIABILITY

The use of the community room is at your own risk. The tenant is liable for any damage caused. Taking out liability insurance is the responsibility of the tenant. Defects and damages must be reported when handing over the room.

The Wogeno Zürich cooperative, as the owner of the property, rejects any claims for damages resulting from the use of the room.

Anyone who grossly violates these rules will be excluded from future use.