

General Terms and Conditions (GTC)

Freizeitanlage Loreto – Room Rentals
As of May 2026

Preamble

Freizeitanlage Loreto is an open place for learning, creating and working together. In courses, workshops and open workshops, people can discover and further develop craft, creative and language skills.

The following General Terms and Conditions govern the use of the workshops of Freizeitanlage Loreto and form the basis for the collaboration between the participants and Freizeitanlage Loreto.

1. Scope of Application

These General Terms and Conditions (GTC) apply to all rental agreements for rooms of Freizeitanlage Loreto concluded via the website, by email, by telephone or at the reception desk.

Freizeitanlage Loreto is an institution of GGZ Gemeinnützige Gesellschaft Zug.

2. Rental Object and Use

The rented rooms may only be used for the agreed purpose.

The tenants undertake to handle the rooms, furniture and infrastructure with care and responsibility.

3. Rental Times

As a rule, the rooms may be rented between 08:00 and 22:00.

Use shall preferably take place on the hour.

Setting up as well as dismantling and cleaning up are part of the rental period.

4. Reservation und Cancellation

The reservation becomes binding upon confirmation by Freizeitanlage Loreto and obliges payment of the agreed rental price.

Prices are stated in Swiss francs including any applicable value added tax.

Non-payment of the rental fee does not constitute a cancellation.

After the reservation, the tenants will receive a confirmation, which must be checked immediately. The rental duration is determined by the confirmed reservation.

Cancellations must be made in writing by email or letter.

Refund of Rental Costs

Time of Cancellation	Costs
Up to 28 days before the rental date	CHF 50 processing fee
27–15 days before the rental date	CHF 75 processing fee
from 14 days before the rental date or non-attendance	100% of the rental costs + CHF 75 processing fee

Rebookings are considered cancellations.

If the tenants and the invoice recipient are not identical, both are jointly and severally liable.

Freizeitanlage Loreto may assign claims to debt collection agencies.

5. Keys and Access

When using the premises outside office hours, a key may be collected from the administration office.

A deposit of CHF 100 is charged for the key.

6. Setup and Return of the Rooms

The setup shall be carried out by the tenants and must be included within the rental period.

The rooms must be returned in the following condition:

- cleaned and disinfected table surfaces
 - chairs and tables arranged properly
 - cleaned kitchen or kitchenette
 - emptied and switched-off dishwasher
 - waste disposed of in the designated containers
 - closed windows
 - locked room
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7. Cleaning

The rooms must be left clean, tidy and ventilated.

In the event of insufficient cleaning, additional cleaning will be charged at CHF 50 per hour.

8. Damage and Liability

Damage to rooms, facilities or furniture must be reported immediately.

The tenants are liable for all damage caused during the rental period.

Use is at the tenants' own responsibility. Adequate liability insurance is the responsibility of the tenants.

Freizeitanlage Loreto excludes all liability to the extent permitted by law.

10. Conduct and Usage Regulations

The following provisions apply:

- Eating and drinking are generally not permitted in the premises.
 - Smoking is strictly prohibited throughout the entire building and on the premises.
 - Pets are not permitted.
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11. Safety and Emergencies

An emergency kit and a defibrillator are located on the 1st floor next to the coffee machine.

Further emergency equipment:

- Metal workshop (ground floor, room 506)
- Wood workshop (ground floor, room 502)
- Upper floor in front of the secretariat / multipurpose room
- Hall 522

Emergency numbers:

- 144 Emergency medical service
- 117 Police
- 118 Fire brigade

Address:

Freizeitanlage Loreto
Löberenstrasse 40, 6300 Zug

After an emergency, the management or administration must be informed.

12. Data Protection

The processing of personal data is carried out in accordance with the privacy policy of GGZ Gemeinnützige Gesellschaft Zug.

13. Foto- und Videoaufnahmen

Photo, video and audio recordings may be made at Freizeitanlage Loreto for communication purposes. By using the premises, the tenants agree to this.

14. Amendments

Freizeitanlage Loreto may amend prices, offers and GTC at any time.

The version valid at the time of reservation shall apply.

15. Severability Clause

Should any provision be invalid, the validity of the remaining provisions shall remain unaffected.

16. Place of Jurisdiction and Applicable Law

Swiss law shall apply.

The place of jurisdiction is Zug.