

Principles for the shared use of school premises (other than sports facilities)

In force as of 1 August 2023

1. Strategy basis and objectives:

By offering school premises for shared use, the city facilitates the organisation of resident and recreational activities in all Espoo's residential areas. The goal is to improve Espoo residents' daily life and wellbeing and to promote sustainable development by making effective use of premises and reducing the need to travel within the city. The principles for granting and pricing of time slots aim to meet the wellbeing challenges of children and young people in particular, by offering them opportunities to participate in local recreational groups. Another objective is to strengthen Espoo-based organisations' activities and the urban ecosystem through partnerships.

2. Definition of shared use of premises:

The key objective of offering premises for shared use is to promote Espoo residents' wellbeing through resident and recreational activities. The principles for the granting and pricing of time slots, the availability of premises and the form of supervision are defined with the aim of promoting equality between different parts of the city, cost-effective and responsible provision of services, effective use of premises and transparency of the practices of shared use.

Shared use refers to the use of premises for resident and recreational activities when the premises are not used by their main user. As a rule, shared use is temporary and minor compared to the main user's activities.

The main user refers to the City of Espoo unit that pays internal rent for the premises. The main user's own activities always take precedence over the shared use of the premises.

3. Scope of the principles:

These principles apply to school premises managed by the Growth and Learning Sector, excluding schools' sports facilities, unless otherwise provided in the lease or service agreement related to the ownership of the property.

Shared-use premises may include classrooms suitable for general use, such as teaching and meetings, as well as classrooms, auditoriums, lobbies or dining halls with special equipment that can only be used by someone who has been familiarised with it or by technical staff.

Schools' sports facilities are managed and operated in accordance with separate principles approved by the Sports and Exercise committee. In addition, the use of premises for accommodation is managed by the Sports and Exercise Unit regardless of whether the accommodation will take place in sports or other facilities.

The length of the period of shared use, the availability of the premises, and the fees are determined every school year and published on the espoo.fi website.

Further responsibilities, conditions and practical instructions related to booking time slots are defined in the *Shared use of school premises – terms of use*, which are updated annually. When booking a time slot, the user of the premises undertakes to comply with the applicable terms of use.

More extensive use of premises may be agreed upon as part of the city's partnership agreements. In addition, different city units may organise activities at schools, which are directly agreed upon between the units and schools. Such activities include:

- statutory afternoon activities
- activities related to Espoo Hobby Path
- course activities of Esbo Arbis, the Swedish-speaking adult education centre
- staff training, residents' events and other events organised by different units.

4. Users of premises

Long-term, established users of school premises include Espoo's adult education centres and educational institutions that provide basic education in the arts. In addition, school premises may be used by organisations, associations, companies or private individuals that, in line with the Espoo Story, organise resident or recreational activities for Espoo residents.

Users of the premises are divided into two groups:

- 1) Resident and recreational activities organised by partners of the City of Espoo, such as
 - local partners selected by schools, such as parents' associations
 - educational institutions that provide basic education in the arts approved by the Cultural Committee
 - joint municipal authorities of the Corporate Group of Espoo, such as the Espoo Adult Education Centre Omnia
 - operators selected as partners by city units
- 2) Resident and recreational activities organised by other operators, such as
 - companies and associations
 - private organisers of activities

5. Principles for granting and pricing time slots

The order in which the time slots are granted and the reduces fees aim to support children's and young people's recreational activities and promote cost-effective and responsible provision of services together with partners of different units.

5.1 Order in which time slots are granted:

The order in which regular time slots are granted every school year is based on the following principles. One-off time slots that remain available after the regular time slots have been agreed upon are granted in the order in which applications are received.

Precedence is always given to regular resident and recreational activities organised by local partners selected by the school or by units of the Growth and Learning Sector. After these, time slots are granted in the following order:

1. activities of educational institutions that provide basic education in the arts as long as these activities align with a curriculum approved or confirmed by a competent body of the City of Espoo
2. activities that align with a curriculum approved by a joint municipal authority of the Corporate Group of Espoo
3. activities aimed at children and young people in Espoo
4. activities aimed at adults in Espoo
5. other shared use of premises

If several organisers of basic education in the arts apply for overlapping time slots, the unit in charge of the activities will decide who gets the time slot.

If applicants within other categories of priority apply for overlapping time slots, the time slot will be primarily granted for activities that align with the strategy of the Growth and Learning Sector. An effort will also be made to allow long-running activities to continue.

As a last resort, a draw will be held among applications of equal priority.

5.2 Pricing principles:

The fees for the joint use of premises are determined every school year based on these pricing principles. The fees include fees for the use of premises per price group and possible cleaning and sanction fees.

The price groups for the shared use of premises are:

1. Use of premises free of charge:
 - a. activities of local partners selected by schools, such as parents' associations
 - b. activities of educational institutions that provide basic education in the arts as long as these activities align with a curriculum approved or confirmed by a competent body of the City of Espoo
2. Reduced fee:
 - a. activities that align with a curriculum approved by a joint municipal authority of the Corporate Group of Espoo
 - b. resident and recreational activities organised by operators selected as partners by the City of Espoo's different units
 - c. activities aimed at children and young people in Espoo irrespective of the organiser

3. Normal fee:
 - a. Resident and recreational activities not mentioned above