

ANNEX 3

General Principles of the Use of Education and Cultural Services' Premises by Espoo Residents

Early childhood education premises

In force as of 1 August 2019.

1. Background information on the use of premises by Espoo residents

1.1. Strategic basis

The city's strategy, known as the Espoo Story and approved by the City Council in 2017, includes the following statements:

- *Good services increase the vitality of the area, the activity of its residents and the ease of everyday life.*
- *The city will collaborate closely with the parishes, organisations and companies operating in its area especially in club activities, fighting social exclusion and repairing the damage caused by it, family counselling, work with the elderly and the integration of immigrants.*
- *We will collaborate actively with youth, culture and sports clubs, associations and scouts. We will guarantee all children and young people in Espoo the opportunity to enjoy hobbies.*
- *Active residents' associations will be an asset and a valuable enabler of local activities in Espoo. We will support the activities of residents' associations and forums.*
- *We will also use existing facilities efficiently in resident and recreational activities.*

1.2. General principles for the use of premises

The key principle of allowing Espoo residents to use the premises of Education and Cultural Services is to promote residents' hobbies and social inclusion.

In terms of the principles governing the use of the premises, the granting of time slots, pricing and supervision, Education and Cultural Services aims at consistency between different parts of the city, equality and internal and cross-sectoral transparency within the city organisation.

1.3. Scope of the general principles

Education and Cultural Services is in charge of early childhood education premises in residents' parks, day care centres and open day care centres.

The use of these premises by Espoo residents is primarily governed based on the principles laid down in this document. Some premises form an exception because of their form of ownership. The use of such premises is governed by rental or service agreements. In addition, separate agreements on the use of premises may be drawn up as part of the city's partnership agreements. The use of the sector's other premises is governed by the instructions issued by the respective units that control these premises.

The manager of an early childhood education unit is in charge of the administration of the use of its premises by Espoo residents.

Instructions on using and booking premises are defined in the annually updated document *Terms and Conditions of the Use of Early Childhood Education Premises by Espoo Residents*.

1.4. Definition of 'use of premises by Espoo residents'

All premises that are managed by Education and Cultural Services have a main user. The main user pays internal rent for the premises. 'Use of premises by Espoo residents' refers to the use of these premises outside the main user's own activities. In the case of early childhood education, this usually means evenings and weekends. The availability of premises and the length of the season are defined in the *Terms and Conditions of the Use of Early Childhood Education Premises by Espoo Residents*.

Although the phrase 'use of premises by Espoo residents' refers to residents, other groups are also included. Some long-term, permanent users of early childhood education premises include providers of basic education in the arts, and other communities and organisations supported by various committees of the city. Other users include individual Espoo residents as well as various leisure activity organisers and associations whose operations are aimed at Espoo residents.

2. Principles of applying for time slots

The instructions on applying for time slots are published through the official communication channels of the City of Espoo. The application procedure is defined in detail in the *Terms and Conditions of the Use of Early Childhood Education Premises by Espoo Residents*.

The users may cancel reservations in line with the *Terms and Conditions of the Use of Early Childhood Education Premises by Espoo Residents*. If a time slot has not been cancelled or if the cancellation was made in breach of the terms and conditions, the City of Espoo will invoice the user according to the price list in force at that moment.

If the main user of the premises needs to use the premises, it may, within the limits of the terms and conditions, cancel any time slots that have already been granted.

3. Principles of granting time slots

When time slots are granted, preference is always given to activities organised by the units of Education and Cultural Services.

3.1. Order of priority when time slots are granted

1. Activities of educational institutions that provide basic education in the arts as long as these activities are in line with a curriculum approved or confirmed by the Finnish Education and Early Education Committee or the Swedish Education and Cultural Committee (or, prior to 2014, another competent body of the City of Espoo).
2. Activities that align with the curriculum, organised by the joint municipal authorities and associated entities 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 use.

3.2. Principles of deciding between overlapping requests from applicants in the same applicant group

If applicants within the same category of priority apply for overlapping time slots, the time slot will be primarily granted for activities that align with the city strategy (see section 1.1). An effort will also be made to allow long-running activities to continue.

The following, more specific criteria also apply to overlapping applications that have been submitted by providers of basic education in the arts (priority category 1):

1. Local access to art forms
2. Local access to styles (within an art form)
3. If the activities represent the same art form and style, what matters is an overall assessment of the activities:
 - a. Established activities and number of participants.
 - b. Low-threshold recreational opportunities offered by the educational institution.
 - i. The number of non-paying participants admitted, discounts and other means of providing low-cost hobby opportunities.
 - ii. Cooperation with the school in question (clubs for pupils, etc.).
 - c. Other activities in line with the city strategy. As a last resort, a draw will be held among applications of equal value.

4. Pricing principles

The City of Espoo invoices the users of premises according to the price list in force.

Ordinary energy, cleaning, supervision and other security costs and the administrative costs related to the reservations are covered by the fees that the City of Espoo collects from the users.

Additional fees may be charged for additional cleaning, supervision or other security-related costs related to the use of the premises, always according to the terms and conditions in force. Users entitled to free use of the premises or reduced fees will also be invoiced if their activities result in such extra costs.

4.1 Client groups entitled to free use of premises

The premises may always be used for free for the following activities:

- activities of the units of Education and Cultural Services;
- activities of educational institutions that provide basic education in the arts, as long as these activities are in line with a curriculum that is in force and approved or confirmed by the Finnish Education and Early Education Committee or the Swedish Education and Cultural Committee (or, prior to 2014, by another competent body of the City of Espoo).

In addition, the premises are available for free for the following activities if the activities are aimed at Espoo residents, they significantly complement and support the basic operations and services of Espoo's Education and Cultural Services, and they are not-for-profit activities:

- activities of local youth organisations and scout groups, pre-teen and youth associations, sports associations, student associations and other non-profit communities;
- activities of Espoo's resident forums and registered resident and neighbourhood associations;
- activities of associations for the elderly, war and civilian veterans, pensioners, persons with disabilities or illnesses, and the unemployed;
- activities for children and young people organised by other sectors of the City of Espoo;
- activities for parents whose children attend early childhood education.

4.2 Client groups entitled to reduced fees

Premises are available for a reduced fee for the following activities that are aimed at Espoo residents and complement and support the basic operations and services of Espoo's Education and Cultural Services:

- educational, hobby and club activities;
- civic activity events organised by Espoo-based communities;
- communities that have received annual or targeted grants from the committees of Education and Cultural Services;
- activities that align with the curriculum, organised by the joint municipal authorities and associated entities of the Corporate Group of Espoo;
- activities for adults organised by other sectors of the City of Espoo.

4.3 Client groups that pay the basic fee

A basic fee is charged for all activities not mentioned in sections 4.1 and 4.2. Such activities include:

- private events regardless of the organiser or the target group;
- sales events regardless of the organiser or the target group;
- meetings and information sessions organised by businesses and housing companies.

5. Principles of supervision

The use of early childhood education premises is based on self-supervision. Time slots for self-supervised use are granted by a decision of the manager of the early childhood education unit in question. As the access control solutions used on the premises improve and the administrative resources for self-supervision increase, more time slots will become available.

The fee for self-supervised time slots is smaller than the fee for supervised ones, and the user agrees to fulfil certain supervision and cleaning obligations by signing a self-supervision commitment form.

6. Contractual practices and users' obligations

6.1. Contractual practices

Time slots are granted based on applications. By submitting an application, the prospective user agrees to comply with the *Terms and Conditions of the Use of Early Childhood Education Premises by Espoo Residents* in force at that moment. The administrator of the premises and the user draw up a written self-supervision commitment.

To be acceptable, an application or a self-supervision commitment must include at least the following information:

- the user responsible for the premises during use:
 - If the user is a private person: their name, personal identity code and contact information;
 - If the user is an association: its name, business ID or registration number, the name and contact information of the person in charge;
- the premises to be used and the intended date(s);
- the intended use of the premises and an estimated number of participants;
- the price list in force and separately agreed additional costs, if any, as an attachment;
- the terms and conditions of use and separately agreed additional obligations of the user, if any, as an attachment.

6.2. Users' obligations and responsibilities

The user of the premises may not hand over the premises to third parties without the prior consent of the administrator of the premises in question.

The user of the premises must comply with the *Terms and Conditions of the Use of Early Childhood Education Premises by Espoo Residents* in force at that moment. This document, for example, defines the following obligations in closer detail:

- the procedure for applying for time slots and cancelling them;
- the use of the premises and their equipment, the cleaning, safety and other rules and the requirement of being familiar with said rules;
- liability for property and relevant persons;
- the supervision of the premises, the control of keys/access codes, the use of alarm, electric and other systems during self-supervised use of the premises.