

TERMS OF USE (SUPERVISED SHARED USE OF PREMISES)

School premises (other than sports facilities)

General principles

Time slots are available for the shared use of school classrooms, auditoriums, entrance halls and dining halls when the premises are not used by the school itself. Shared use includes residents' and leisure activities. Time slots are not granted for political or religious activities or for private events. The person who books the premises is responsible for ensuring the safety of their activities, obtaining permits (if necessary), submitting notifications to authorities (if necessary), and ensuring that the activities in the premises are in compliance with the City of Espoo's rules and regulations, the law and proper conduct.

Special classrooms (music, handicrafts, home economics, IT etc.) are only available for regular course and leisure activities if approved by the principal. Laboratory and therapy facilities are not available for shared use. You are only allowed to use the equipment of special classrooms after you have been familiarised with it; you can find further instructions in the booking confirmation.

The size and equipment of the premises available for shared use vary from school to school. You can use the on-site presentation technology through your own computer; school computers are not available. Some schools have a wireless network that you can access by using the password on display in the entrance hall. At some schools, you must use your own mobile network. Basic information on the premises and their equipment can be found in the booking system, and you can contact the school's caretaker or secretary for more information. Even if you have booked a time slot, you cannot store your own equipment on the school premises.

The shared use of the schools' sports and kitchen facilities is managed separately. See the contact information at the end of these terms of use. Some schools may apply different rules regarding the shared use of their premises, depending on who owns the premises.

Supervision, period of shared use, and other school cooperation

Some premises are supervised, while in other premises the users are responsible for supervision (self-supervised use). These terms of use apply to SUPERVISED use, i.e. time slots during which a supervisor of the school premises is always present.

The period of shared use, the available premises and their daily availability are determined every school year together with school staff taking into consideration that shared use must not interfere with school work. You can only apply for time slots and premises available in the booking calendar. Time slots are not granted for other school premises.

Basic education in the arts, course activities of adult education centres, and the school's own partners, such as parents' associations, may separately agree on more extensive use of the premises.

Booking and cancelling time slots

The annual application period for recurring time slots is in March and April. The time slots that remain available after the official application period can be applied for throughout the school year. The principles for granting time slots and the fees for time slots are available on the espoo.fi website. Please see the link at the end of these terms of use.

Applications must be submitted through the booking system. You cannot apply for time slots via phone or email. To submit an application, you will need to identify yourself using your online banking codes or mobile ID. By submitting an application, you agree to comply with the applicable terms of use. You must always name an adult responsible for the booked time slot. The person who submits the application is the person responsible for the time slot, unless otherwise stated.

PLEASE NOTE! School activities always take precedence over other use and, therefore, the school may cancel a time slot that has already been granted no later than 14 days in advance if the school needs the premises for its own use. Sudden cancellations may also result from supervision-related problems. The person responsible for the time slot will be informed of the cancellation by email. The city does not reimburse any costs arising from the cancellation of the time slot.

The user may cancel their time slot free of charge no later than 14 days in advance. If the user cancels their time slot later than this or does not use a booked time slot, a basic fee will be charged. You can cancel a time slot by sending an email to the customer service for the use of school premises: koulutilavaraukset@espoo.fi

Safety and responsibilities

The person responsible for the time slot undertakes to comply with these terms of use, fire and rescue regulations and other instructions related to the premises they have booked. You are not allowed to give your time slot to a third party or let anyone other than the members of your group enter the school premises.

During a supervised time slot, the supervisor works together with the user of the premises, shows them how to use the premises, and gives them related instructions. The supervisor ensures that public order is maintained on the school premises and takes care of other tasks allocated to them.

The supervisor is in charge of:

- ensuring the validity of the booking and directing the users to the premises booked for them;
- handing over the required equipment and providing guidance on its use;
- checking the premises and equipment after the users' time slot is over;
- immediately reporting any damage or unauthorised use of the premises to the customer service for the use of school premises and, if necessary, to the property maintenance staff (via their on-call number) and the school's principal;
- ensuring that authorities are alerted in case of emergency.

The person responsible for the time slot is in charge of:

- familiarising themselves with the emergency plan and emergency exits in the building;
- cooperating with the supervisor of the school facilities and ensuring that everyone who is present during the time slot follows the instructions given;
- immediately reporting to the supervisor any general problems, such as broken equipment or messiness;
- immediately reporting any damage caused by their group to the supervisor;
- ensuring that the booked space is left in the same condition as it was when the time slot began, i.e. furniture and equipment are returned to where they were, work surfaces that were used are cleaned, rubbish is put in a bin, lights are turned off and windows are shut;
- ensuring that everyone who was present during the time slot leaves the school premises when the time slot is over.

Prohibited on school premises:

- smoking and use of other intoxicating substances, and being intoxicated;
- building an open fire, including lighting candles;
- animals may only be brought to school premises if agreed separately.

Cars must be parked in line with the general parking rules and instructions that apply on the school grounds.

Liability for damages and sanctions

Neglecting the responsibilities defined in these terms of use will result in a sanction procedure that may lead to damages and temporary or permanent cancellation of the user's time slot.

In the event of damage, the person responsible for the time slot must immediately report the damage to the school supervisor and the customer service for the use of school premises. The user is liable for any damage caused and will also bear in full any additional costs, such as cleaning or repair costs, caused by their actions. It is recommended that the user take out liability insurance to cover possible damage to the school premises or their equipment.

You may only use the school premises during your own time slot. The premises are equipped with alarm systems that are switched on and off according to the user's time slots. If a user activates an alarm on purpose or by accident, the user will bear the related costs.

Contact information

Customer service for the use of school premises: koulutilavaraukset@espoo.fi

Premises booking system: resurssivaraus.espoo.fi/opetus_tilavaraus/haku

Schools' contact information: espoo.fi/en/childcare-and-education

Additional information on the shared use of premises:

espoo.fi/en/childcare-and-education/school-and-early-childhood-education-premises-rent

Report defects and urgent damage:

On-call number for property maintenance (for reporting urgent defects in the building and getting advice): 09 816 75600 (Mon–Thu 15:30–7:00, Fri 13:45–Mon 7:00, others 24h)

Customer service and situation centre of the Western Uusimaa Rescue Department:

029 151 2112 (open 24/7)

Further information:

Sports facilities in schools: liikuntapaikkavaraukset@espoo.fi

School kitchens: www.espoo.fi/fi/tervetuloa-espoo-cateringiin/espoo-catering-yhteystiedot