

SELF-SUPERVISION COMMITMENT AND TERMS OF USE (self-supervised shared use of premises) School premises (other than sports facilities)

Self-supervision commitment

☐	I undertake to comply with the applicable terms of use and to ensure that the supervision and tidying-up duties specified therein are carefully carried out.
☐	I am aware that the booking of the time slot is not valid until I have been familiarised with these duties.

Party that undertakes the commitment (the user in whose name the premises are booked)

Association / other party (hereinafter 'user')	Business ID or registration number
Contact person	Telephone number
Email address	

Person responsible for the time slot (if other than the person who booked the time slot)

The person responsible for the time slot must log in to the booking system (requires identification) and fill in their personal details there. Enter the name and email address with which the responsible person logs in, so we can connect the information with the organisation.

Contact person	Telephone number
Email address	

Time slot(s) to which this commitment applies:

This commitment applies to all the classrooms, auditoriums, lobbies and dining halls booked for the user in the school named below and the routes leading to them.

Name of school	Specify premises if necessary
Period of use (enter the dates or the school year to which the commitment applies)	

Signature

Place and date	
Signature (competent representative of the user)	Signature (representative of the City of Espoo)
Name in block letters	Name in block letters and title of the city representative

TERMS OF USE (SELF-SUPERVISED SHARED USE OF PREMISES)

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 religious activities or for private events. The person reserving the premise is always responsible for the safety of their activities. They must have all the necessary permits and notifications, and ensure that the premises are used in accordance with the school premise rules, laws, and good manners.

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 SELF-SUPERVISED use, i.e. time slots during which no supervisor is present on the school premises and the user of the premises is responsible for supervision and tidying up according to the terms of use.

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 schoolwork. You can only apply for time slots and premises available in the booking calendar. Time slots are not granted for other school premises. Only some schools in different parts of Espoo offer self-supervised time slots, and applications for self-supervised time slots may be rejected for a justified reason.

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. The booking of the self-supervised time slot is not valid until a competent representative of the user has signed the self-supervision commitment and the person responsible for the time slot has been familiarised with the self-supervision responsibilities.

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. 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 5 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: koulutilavarauset@espoo.fi

Safety and responsibilities

The person responsible for the self-supervised time slot undertakes to comply with these terms of use, fire and rescue regulations and other instructions related to the premises they have booked, which will be given during the familiarisation session. 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.

A city representative (usually the school's caretaker or secretary) will hand over the key / access tag to the person responsible for the self-supervised time slot after the familiarisation session and the signing of the self-supervision commitment. The responsible person agrees to use the key / access tag in an appropriate manner and not hand it over to third parties. The key / access tag must be returned immediately at the end of the time slot. The return method and time will be specified when the key is handed over. The key must be returned at the end of the school year at the latest.

The school / person responsible for familiarisation is in charge of:

- familiarising the person responsible for the time slot with the booked premises and equipment and showing them how to close the premises
- ensuring that the person responsible for the time slot has received school-specific safety instructions and is familiar with the emergency plan, emergency exits and the location of the fire extinguishing equipment
- immediately reporting any detected damage or unauthorised use of the facilities 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

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

- familiarising themselves with the instructions for closing the premises, the school-specific safety instructions, the emergency plan, emergency exits and the location of the fire extinguishing equipment
bringing their own first aid supplies, the use of the school's first aid supplies is not allowed;
- supervising the booked premises, equipment and public order during their time slot
- ensuring that outsiders are not allowed into the school premises and that everyone who is present during the time slot follows the instructions given
- 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
- immediately reporting any damage caused by their group to the customer service for the use of school premises and, if necessary, to the property maintenance staff (via their on-call number)
- immediately reporting any general problems, such as broken equipment or vandalism, to the customer service for the use of school premises and, if necessary, to the property maintenance staff (via their on-call number)
- ensuring that, when the time slot is over, the premises are closed as instructed and everyone who was present during the time slot leaves the school premises
- ensuring that authorities are alerted in case of emergency

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 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. 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.

If the user loses the key / access tag, the user will bear the costs of changing or rekeying the locks. The user must also pay a fee in accordance with the valid price list for a missing or unreturned key / access tag.

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 (open Mon–Thu 15:30–7:00, Fri 13:45–Mon 7:00, midweek holidays 24 h)

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