

Checklist for the person in charge of evening use

1. Familiarise yourself with the emergency exits and safety instructions of the space you have booked.
2. Read the terms of use carefully – it is your responsibility to ensure that everyone complies with them. Your time slot may be cancelled entirely or temporarily if the terms of use are not complied with.
3. Make sure that all participants comply with the terms of use and that your activities do not disturb users of the previous or next time slot.
4. Make sure that the space is left in the same condition as when you arrived.
 - Return furniture to its original position.
 - Put rubbish in bins, clean work surfaces, close doors, etc.
 - Make sure everyone leaves the premises.
5. Inform participants that the city is not responsible for lost or stolen property.
6. If you know that your time slot will not be used, you must cancel it by email (koulutilavaraukset@espoo.fi) no later than 5 days before the time slot. Otherwise, the normal fee will be charged.