



1. Unsupervised use of school sports hall facilities

- A Sports clubs and societies based in Espoo are eligible to book unsupervised regular sessions in Espoo schools' sports hall facilities. Unsupervised regular sessions are subject to a 50% discount on the Class II fee. The full Class I fee is payable by businesses, private individuals and sports clubs not based in Espoo.
- B When you book an unsupervised session, you will assume responsibility for all duties performed by the so-called evening supervisor, as the facility will be unattended during your session. The responsibilities include unlocking all doors, ensuring they remain locked during your session, securing all doors at the end of your session and maintaining general order and security. You will also need to ensure that all facilities are left clean and tidy at the end of your session.
- C At the time of booking your unsupervised regular session, you will need to appoint a named adult to assume responsibility for supervising the sessions and maintaining general order and cleanliness. You will also need to complete a separate unsupervised hire undertaking and to return it to the Sports and Exercise Services after your unsupervised session booking has been confirmed. Additional one-off sessions are only available to organisations already using the school on an unsupervised basis. Unsupervised sessions are not available at all schools. For a full list of available schools, please visit https://www.espoo.fi/en-US/Culture_and_sport/Sports/Sports_and_Recreation_Facilities/Gymnastic_halls_in_schools

For further information on unsupervised sessions, please contact: liikuntapaikkavaraukset@espoo.fi

The unsupervised hire undertaking sets out the full details of your role and responsibilities.

NB! You will need to collect your keys from the school at a pre-arranged time. You are also required to notify the school well in advance if you need to make use of equipment or furniture, including tables and chairs, that are not provided as standard.

2. Cleaning

When you book an unsupervised session, you will be responsible for cleaning the sports hall and other adjoining facilities either before the start of your session or following the end of your session, depending on whether the school's own cleaning team will be in attendance in the morning or in the afternoon before the start of evening access.

You will be expected to take particular care with tidying and cleanliness during the weekend, as the school's own cleaning team will not be in attendance. If cleaning equipment is not available, please contact the City of Espoo's Sports and Exercise Services.

3. Penalties for non-compliance

- A If you trigger an alarm during your session (including by accessing restricted areas), you will be charged the full cost of the call out.
- B In the event that you fail to lock the doors during your session and/or fail to secure them at the end of your session, you will be issued with a warning. A second failure to do this will lead to your

session being withdrawn for a period of one month. In the event of a third failure to secure the premises appropriately, your session will be withdrawn for one year or permanently.