GUIDE FOR BIRTHDAY BOOKINGS

Facilities and equipment

- Basic equipment, including nets, goals, baskets and large mats, may be used provided it is returned neatly to its designated place. Other equipment, such as sticks and balls, must be supplied by users.
- Catering is not allowed in gymnasiums or changing rooms; for this purpose, the school's dining hall should be reserved.
- Entrance doors must not be held open; any resulting alarm response charges will be charged to the user.
- Tape must not be applied to the floors.
- Users are liable for any damage to the premises or equipment and must report any disturbances or damage to Facility Booking Tilavaraukset by the next working day.

During use

- Only reserved spaces may be used.
- At least one responsible adult aged 18 or over must be present to ensure compliance with the school's facility usage rules.
- Non-marking indoor footwear must be worn in the gymnasium.
- The use of intoxicants on school premises and grounds is prohibited.

After use

- Users must ensure that the premises are left clean and tidy, the lights are switched off, and the doors are locked.
- The premises must vacated by the end of the booking, and all users must leave the school premises within 15 minutes.

HOW TO BOOK SCHOOL FACILITIES:

1) Available booking slots can be viewed in the Timmi reservation calendar: https://www.kuopio.fi/en/leisure-and-well-being/bookings-for-facilities/school-premises-available-for-booking/

2) Complete the E-form for your booking: https://asiointi.kuopio.fi/elomake3/lomakkeet/5492/lomake.html

3) You will receive a booking confirmation by email once your application has been processed.

Further information:

Facility Booking Tilavaraukset

tilavaraukset@kuopio.fi

017 182 550

Current fees and charges (in Finnish):

https://www.kuopio.fi/vapaa-aika-ja-hyvinvointi/tilat/varattavat-koulutilat/