City of Kuopio
Service Area for Education and Culture
Sports and Exercise Facilities

Terms, conditions and guidelines for the use of school facilities

KUOPIO

Reservations

- Single bookings must be made by 11:00 a.m. on the relevant weekday, or by 11:00 a.m. on Friday for weekend bookings.
- Bookings for matches and tournaments must be submitted at least 10 days before the scheduled date.
- A booking confirmation will be sent by email once the booking has been approved.
- Up-to-date bookings for each school are available in the booking calendar https://www.kuopio.fi/en/leisure-and-well-being/bookings-for-facilities/school-premises-available-for-booking/
- Users must verify their own bookings and take account of any exceptions, including events, tournaments, school bookings and gymnastics training periods.
- Applications for regular school facility bookings must be submitted during the designated application periods via the E-form. https://www.kuopio.fi/en/leisure-and-well-being/bookings-for-facilities/sports-facilities-available-for-booking/

Booking cancellations

- A single regular booking may be cancelled free of charge if notice is given at least 14 days in advance. Cancellations are accepted by email only at tilavaraukset@kuopio.fi
- A regular booking may be cancelled by notifying Facility Booking Tilavaraukset, after which the booking will no longer be subject to charges.
- Sports and Exercise Facilities reserves the right to cancel bookings for school use, competitions, training camps or similar activities. Wherever possible, 10 days' notice will be given but in exceptional

circumstances, cancellations may be made at shorter notice. Cancelled bookings will not be charged.

- A regular booking may be cancelled if users fail to comply with the instructions and regulations.
- Failure to use three (3) consecutive booked sessions without notifying Facility Booking Tilavaraukset will be regarded as termination of the training booking.

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.
- An approved booking may not be transferred to another user.
- Entrance doors must not be held open and must remain locked throughout the booking period. Any alarm response charges resulting from doors being left open will be billed to the user.
- Those responsible for the booking must ensure that all users are familiar with the property's emergency plan.
- The event organiser is responsible for ensuring compliance with all relevant regulatory requirements. The emergency plans for accommodation schools are available from Facility Booking Tilavaraukset upon request; emergency plans for other schools may be obtained from the Headteacher.

During use

- At least one responsible person aged 18 or over must be present throughout the booking period.

- Access is restricted to the facilities covered by the booking.
- Only non-marking indoor footwear may be used in the gymnasium.
- Only indoor footballs may be used in gymnasiums.
- Tape must not be applied to the gymnasium floor.
- No food or drink service is permitted in gymnasiums or changing rooms.
- The use of tobacco products and intoxicating substances is prohibited on school premises.

After use

- All equipment must be returned to its designated place after use.
- The user is responsible for ensuring that the facility is left clean and in good order after use. Any additional cleaning arranged by Facility Booking Tilavaraukset will be charged to the user.
- At the end of the booking period, users must ensure that windows are closed, lights are switched off and doors are locked. Admitting unauthorised persons is prohibited.
- The facility must be vacated by the start of the next booking period.
- Users must leave the school premises within 15 minutes of the end of the booking period.

Supervision of school facilities

- The person responsible for a regular booking will be issued with a key, access token or door code to access the premises.
- Schools are responsible for the supervision of their own activities on the premises.
- The facilities are subject to random inspections by Securitas.

School facility cleaning and use of outdoor areas

- School facilities are cleaned once daily on weekdays for the school's own use.
- A mop is available in the sports hall and may be used to clean the floor as required.
- Gritting and snow clearance on school grounds are carried out on school days only.
- The cost of snow clearance arranged for weekend events will be charged to the booking holder.
- After 4:00 p.m. on weekdays and throughout weekends, parking is permitted in all designated parking spaces. Parking on emergency access routes and in prohibited areas is strictly forbidden.

Charges and liability for damages

- Facility use is charged in accordance with the current tariff and invoiced monthly in arrears.
- Any irregularities or issues observed in the facility should be reported to Facility Booking Tilavaraukset as soon as possible.
- Any person causing damage to the facilities or equipment will be liable for the costs incurred in repairing or replacing the damaged property.
- Alarm systems operate in accordance with booking times. Any unnecessary alarm response charges will be charged to the user.
- All bookings are subject to the same pricing structure. Any discounts granted for events by City authorities will be invoiced to the authority concerned.

The following organisations and groups are eligible for free use of the facilities:

- The school's own use and use by the Education and Youth Services.
- Meetings of employee and staff representative organisations within the Education and Youth Services.
- Parent association meetings and pupil events organised by parent associations, including discos and similar activities.
- Single bookings by resident and village associations, local advisory councils and comparable organisations for operational meetings or activities benefiting the city.