



CITY OF ESPO
Sports and Exercise Services

FORMAL UNDERTAKING REGARDING SUPERVISED ACCESS TO AND TIDYING OF CITY OF ESPOO SCHOOL FACILITIES BY THIRD PARTY USERS

The purpose of this undertaking is to ensure that all City of Espoo school facilities and equipment are used appropriately and that cleanliness and order are maintained during all third party access. The undertaking applies to all relevant sports and recreation facilities and all changing room and shower room facilities, toilets and access corridors. If you wish to access additional areas within the school, please ensure that you have obtained the school's permission to do so. Please return a scanned copy of this undertaking to liikuntapaikkavaraukset@espoo.fi. Alternatively, you can return it by post: Liikuntapalvelut / omavalvonta, PL 34, 02070 Espoon Kaupunki

CONTACT DETAILS:

Name of sports club / other organisation

Address

Contact person

Email address

Tel

RESPONSIBLE PERSON (SUPERVISION AND CLEANLINESS):

The user is required to appoint a responsible person to supervise access to the facilities and to ensure that all premises are tidied at the end of the session. The responsible person must be over 18 years of age. If the responsible person cannot attend the session, the user must appoint an alternative person to take their place. You must notify the City of Espoo of any changes.

Name of responsible person _____

Email address _____

Tel _____

VENUE AND DATE:

Name of school:

Address:

To/from: 19 August 2019 – 22 August 2021

DUTIES OF THE RESPONSIBLE PERSON:

During unsupervised third party access, the named person will assume responsibility for:

- Supervising the property and all equipment provided and ensuring that the sessions are used for the intended purpose only
- Inspecting the premises following the end of the session, noting down details of any damage that may have occurred and passing the information on to the City of Espoo Sports and Recreation Services and to the head teacher at the relevant school
- Operating the air conditioning and security systems and for ensuring that the venue is tidied at the end of the session
- Providing help, guidance and supervision to users and ensuring that all equipment is returned to the appropriate place
- Locking all windows and doors, switching off lights and ensuring that all users have vacated the premises at the end of the session
- Ensuring that they are the last person to vacate the premises following the completion of the above tasks

KEYS:

The user undertakes to make use of the school keys in a responsible and appropriate manner. All keys must be formally signed for. Keys must not be given to a third party. The responsible person must return all keys to the school promptly following the end of the contract period.

RESPONSIBILITIES AND WHAT TO DO IN THE EVENT OF ACCIDENT OR DAMAGE TO PROPERTY:

The user undertakes to carry out the above tasks with due care and attention. If the user is found to be in material breach of the terms and conditions or is repeatedly found to have failed to discharge their duties appropriately, the session at the school will be withdrawn.

The user will be responsible for any loss or damage resulting from a failure to observe their responsibilities under this agreement and/or any loss or damage that is due to the fault or neglect of the user. We recommend that you obtain appropriate insurance for this purpose.

ADDITIONAL TERMS AND CONDITIONS

City of Espoo undertakes to notify users of any changes to access or availability, including during school holidays.

City of Espoo accepts no liability for personal or other items left at the venue.

The Tobacco Act and the City of Espoo Council's no smoking policy (dated 15 June 2010) apply within the premises and grounds.

DATE AND SIGNATURES:

Signature (User)

Signature (City of Espoo Sports and Recreation representative)

Print name

Name

Markku Sistonen