

Grounds and prices for using Municipal Services' premises (effective from January 1, 2015).

## General

The grounds and prices for using Municipal Services' premises dictate granting of turns of use and permits, specifying terms of services and prices. The grounds and prices give instructions for applying for using the premises, order of granting, and prices for use of premises. In addition to general instructions, the grounds and prices may give premises-specific instructions.

These grounds and prices are also applied if granting use of premises is the responsibility of the partner maintaining the premises.

## Applying for and granting turns of use

Also parties outside the city may apply for using Municipal Services' premises when the city does not need the premises for its own use. The city grants turns of use for activities that support the city's/Municipal Services' strategic objectives, and gives priority on organizational and volunteer activities.

The highest priority will be placed on organizations promoting health and welfare, patient organizations, as well as organizations and action groups of other special groups.

Skomars cottage is available for organizational and volunteer activities, as well as private parties and other events. On weekends, the premises are mostly meant for celebrations.

You can apply for Mölandet 21 and Bulders, open during the summer; the turns of use will be granted on a day-specific basis. Vantaa organizations and the city's own departments can apply for one-day turns of using Mölandet 21 for recreation, while recreational use of Bulders is mainly granted to Vantaa organizations for retirees.

The city will grant use of Vantaa Info's premises to external parties when the city has no activities of its own on them. You can also apply Vantaa Info for exhibition space.

### A. Regular turns

You can apply for regular one-year use of premises for the fall or spring.

Regular turns of use will be granted in the following order:

1. Municipal Services' or partner's—who maintains the premises—own service operations.
2. Vantaa organizations' and communities' activities, as well as non-resident organizations and communities, provided that their activities are targeted at Vantaa residents.
3. Other city activities.
4. Activities of non-resident organizations and communities.

### B. Temporary turns of use

You can apply for non-recurrent and recurrent turns of use throughout the year.

The applicant shall name the contact person responsible for the use of premises, the name and billing address of the person in charge of billing, as well as for immediately informing about any changes in the above data during the operating period.

If the partner maintaining the premises is responsible for granting the turns of use, the city reserves the right to specify, as required, the turns available to the partner.

Turns of use will not be granted to applicants with unpaid user fees.

#### Fees

Users of Municipal Services' premises will be charged for the turns of use. Parties entitled to free-of-charge use are specified in the grounds for use. The fees for using the premises are specified in the price-list valid at any time. When required, a user agreement or lease on using the premises can be drawn.

If you use the premises for economic activity, you are always charged a fee. Nevertheless, economic activity does not entail reasonable participation or admission fees that cover the costs arising from using counselors, materials and other variables during turn of use of the premises.

As a general rule, private persons are charged a fee for using the premises. For example, free-of-charge turn of use may be granted to unorganized groups promoting local community spirit and inclusion. When submitting an application for using the premises, state the grounds for free-of-charge use of premises.

Parties entitled to free-of-charge use of premises:

- Vantaa organizations' and communities' activities promoting health and welfare, as well as non-resident organizations and communities, provided that their activities are targeted at Vantaa residents
- Vantaa patient organizations, as well as organizations and action groups of other special groups
- other Vantaa organizations whose registered place of residence is Vantaa (in accordance with the Associations Act) for at max. four-hour meetings
- daily turns of use of summer localities in accordance with the grounds for use
- Municipal Services' own service operations, as well as other departments' small-scale service operations
- group activities related to the wellbeing of city employees
- activities of professional organizations representing city employees
- veterans' and war veterans' activities
- Vantaa organizations for retirees
- Vantaa organizations for the unemployed
- Vantaa friendship societies that actively support the city's official twin-city activities
- partners and projects.

Users entitled to free-of-charge use of premises may, however, be charged a fee if the use of premises incurs variable costs to the city or costs that deviate from everyday operations. Examples of these costs are janitor and cleaning services, as well as other extra personnel costs.

In addition, users entitled to free-of-charge use of premises may be charged a fee, compliant with the price-list, if the turn of use is not canceled well in advance.

The fees and rents related to using the premises are billed in accordance with the City of Vantaa's invoicing and collecting instructions.

Users of premises are fully charged for any damages occurred on the premises.

#### Canceling a turn of use

A user of premises shall immediately inform the provider of the premises, if he cancels his turn of use or if his need for the premises changes in such a way that the premises will not be used in part or altogether. The city is entitled to using the premises for its own purposes, if they remain empty during the dedicated turns of use.

Upon consideration, the city can cancel a turn of use, if the user has not used the premises or has otherwise informed about the cancelation or change in his need for the premises. The city can also cancel a turn of use, if the user has caused damage to the premises or otherwise neglected the rules and instructions, or has failed to pay for any billed turns of use.

Terms of cancelation:

- individual cancelations of regular turns will not be refunded
- temporary: if the lessee cancels all his reservations, the following charges may be applied to the total rent:
  - 14-18 days before the event: 50% of the reservation price
  - 7-0 days before the event: 100% of the reservation price

Users' obligations

Having access to the premises, the user shall familiarize himself with the separately provided safety instructions related to the premises. The user is, furthermore, obliged to adhere to the regulations and instructions related to using the premises. If the premises can be equipped with conference devices (e.g., data projector, screen, overhead projector), use of them shall be agreed in advance. If the premises include a kitchen, the user is obliged to carefully handle the kitchen appliances and tableware and, after use, to clean the premises in accordance with the instructions provided. If the user fails to clean the premises as instructed, the city is entitled to charge the user for the extra cleaning costs.

The furnishings in the offices are specified in office-specific lists. During their turns of use, the users shall attend to the furnishings and devices, order and cleanliness of the premises they use. The users shall themselves consider whether to take out separate insurance at their own cost. The City of Vantaa is entitled to charge the user for any costs arising from breaking of furnishings and equipment. If the user has agreed on using phone subscriptions, IT and other devices, he is obliged to familiarize himself with their safe use and to follow the provided instructions. When required, the user can be charged for using the devices based on the operating costs.

If the user has been given a key to the premises, he will handle the key as instructed when signing for it. The city is entitled to charge the user for any costs arising from the user's losing the key or using it contrary to instructions.

The City of Vantaa is not responsible for breaking or loss of the users' personal property or belongings. Some of the premises have lockers where the users' personal belongings can be kept.