

In Espilä, there are 4 spaces that associations can use. Each of these is booked separately, and the association can only use the space that is booked to them. The association needs to comply with the rules of the space.

**1. TuoMela-cabinet**

- There is a dishwasher, a kettle and some cups and plates in Tuomela
- A screen and a projector for meeting purposes and tables and chairs for 12 people
- Maximum capacity of TuoMela is 18 people

**2. Contactor-cabinet**

- Tables and chairs for 9 people
- Maximum capacity of Contactor is 9 people

**3. Montonen-cabinet**

- 2 sofas and sofa tables, tables and chairs for 4 people
- Maximum capacity of Montonen is 10 people

**4. Quiet working space**

- Seats and tables for 8 people
- Maximum capacity of Quiet working space is 10 people

● **How to keep Espilä in a good condition**

- Treat furniture and the whole space carefully
- When you leave, make sure that the surfaces have been wiped, the dishes put in the dishwasher, the rubbish sorted in the bin and the tables and chairs are in their places
- When you leave, make sure that the door closes properly and that no one is left in the premise

● The lessee (you) is responsible for:

- The condition of the premise will be carefully checked upon arrival
- Clear deficiencies or breaches will be reported immediately by e-mail to [service@ky.fi](mailto:service@ky.fi)
- The operating time is observed. The space is empty and cleaned at the end of the time of reservation or at the latest at the end of the period of use of the space at 22.00
- Espilä serves as an office and work space on a daily basis, and this must be respected
- The space is used in accordance with laws, rules and good manners
- The maximum number of people is observed in the space
- The noise level is considered reasonable throughout the event
- Generally:
  - Changes in the condition of the condition are reported to **service@ky.fi**

- No smoking indoors
- No candles (or other open flames) are lit in the premises
- When leaving, the space has been carefully cleaned and arranged
- Your own garbage has been collected in the trash
- Tables have been cleared
- The area around the premise has also been cleaned of trash and cigarettes for example
- Inadequate cleaning can result in a fine (50e-300e)
- In the furniture:
  - The premise's equipment, movable property and structures are kept in good condition
    - (sanction € 100 + furniture replacement price)
  - Do not stand on the tables
  - No traces of tape or other fastening are left on the walls and roof structures
- When you leave, still make sure that
  - There will be no one left when you leave
  - The windows are closed and the doors are carefully locked
  - Lights and other electrical appliances (excluding refrigeration appliances) are turned off
  - Non-reading or non-compliance with the instructions does not release the renter from liability. **If something crucial breaks or is damaged during your booking, report it immediately to [service@ky.fi](mailto:service@ky.fi) and, for example, if the window is broken, to 010 636 7000 (Lassila & Tikanoja).**