



**CITY OF HELSINKI**  
 Education Division  
**AGREEMENT ON EXCHANGE OF KEYS**  
 Evening and recreational use by residents

The provider of keys	School/Educational institution				
	Address			Postal code and city/town	
	Contact person		Phone number	Mobile phone	
Recipient of keys	Facility user				Business ID/Personal identity code
	Address				Postal code and city/town
	Responsible person / Recipient of keys		Personal identity code	Phone number	Mobile phone
Reservation	Facility	Day of the week	Start date	End date	Time
Keys / Access passes	Received keys		Pcs	Received access passes	
Responsibilities of the recipient of keys	<ul style="list-style-type: none"> <li>- <b>The Facility User is only entitled to the use of those facilities granted in the key exchange agreement.</b></li> <li>- <b>The Facility User will see to the supervision and cleaning of the facility after use.</b></li> <li>- <b>The Responsible Person ensures that the doors and windows are locked and the showers and water points are turned off at the end of the reservation.</b></li> <li>- <b>If the Facility User intentionally or unintentionally causes an alarm at the school, the Facility User is liable to cover the resulting costs to the Education Division.</b></li> <li>- <b>In addition, the User must follow the Instructions for External Use of School Facilities.</b></li> <li>- <b>Failure to comply with this Agreement may result in cancellation of reservations.</b></li> </ul>				
Signatures	<b>Three identical copies of this agreement have been made, one for the Principal, one for the Facility User and one for the Facility Services.</b> Place and date				
	The Key Provider's signature and name in block letters		The Key Recipient's signature and name in block letters		

<b>Returning the keys</b>	Return date	The Key Recipient's signature
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