## Instructions in the event of exceptional circumstances in self-supervised sports halls

- 1. Notify the Sports Services by email at <a href="mailto:liikuntapaikkavaraukset@hel.fi">liikuntapaikkavaraukset@hel.fi</a> on the following weekday if:
  - the school's property is damaged
  - there is no cleaning equipment or other necessary equipment available
  - the previous user has failed to clean up the facilities sufficiently after use
  - your key does not work or you are unable to access the premises for some other reason
- 2. Notify the Palmia security services immediately, tel. 09 856 59 417, if:
  - · there are unauthorised persons in the premises
  - the premises have been vandalised and the situation calls for immediate action (unauthorised people have access to the premises, for example)

Note! During the reservation, the users of the facilities are responsible for:

- not allowing unauthorised people into the premises
- closing all doors and windows after the booked time
- making sure that no unauthorised people remain in the premises after the booked time
- tidying up the facilities after use.