

Additional facility rental terms at the Sampola Campus

Sampola is primarily used for the activities of The Adult Education Centre of the Tampere Region and Tammerkoski Upper Secondary School. Facilities are rented to external parties when they are available. The facilities are rented as they are in normal use at Sampola. Generally, only the space is provided to the external renter, and equipment must be agreed upon separately. Subletting the facilities is prohibited unless otherwise agreed.

Facilities are reserved using [the Sampola facilities reservation form](#). The form is available only in Finnish.

- We recommend using the electronic reservation form. Any paper reservation form should be delivered to the address provided on the form. For billing purposes of events held at Sampola, the renter's name and business ID, personal ID, or internal customer number must be clearly stated.
- Reservations must always be canceled in writing. Cancellations should be sent to: sampola.vahtimestarit@tampere.fi. For reservations not canceled at least one month before the rental period begins, half of the rental fee for the reserved facilities will be charged.
- The reservation time must include both the setup and dismantling of the event! The reservation time should be as realistic as possible. The time stated in the reservation starts when the space is desired to be used and ends when the facilities are vacated after the renter's event. If the centre has no other activities, the janitor will come to work and open Sampola at the start of the stated rental time and close it at the end of the stated rental time.
- Technical arrangements and lighting and sound personnel must be agreed upon separately with the janitor.
- The principal may, for a special reason (e.g., Sampola's own needs), change or cancel the reservation by notifying the relevant party one month before the reservation date.

Good order and manners must be observed in Sampola's facilities.

- The renter's name must be clearly stated in the announcements of events held at Sampola.
- Smoking, possession of intoxicants, or being under their influence is prohibited in school facilities and on school grounds. The event organizer must, if necessary, ensure that a notification is made to the police in accordance with the Assembly Act. The organizer of large events must also ensure first aid services and any necessary stage, door, and security personnel.
- Hairspray cannot be used indoors at Sampola. Food and drinks are not allowed in the banquet hall. The customer may rearrange the furniture in the facilities, but the furniture and equipment must be returned to their original places, and trash must be collected in trash bins within the rental period. If the work is left to the janitor, a fee will be charged according to the janitor's hourly rate.
- If Sampola's property, furniture, or other assets are damaged during the use of the facilities, the renter must immediately notify the janitor to arrange for compensation. The renter is liable for any damage caused. The renter is also responsible for any use or misuse of the network or internet connection.
- The city is not responsible for the loss or damage of property belonging to private individuals, associations, or companies during the use of the facilities.

Sampola's facilities are subject to fees. Rent is charged according to the confirmed prices.

- Additional cleaning of the banquet hall and classroom dressing rooms will be charged for the day the event ends. Additional cleaning during the event must be ordered by the renter using the facility reservation form.
- Additional services must be ordered at the time of the facility reservation. In addition to facility rents, charges will be made for:
 - lighting and sound personnel services,
 - evening janitor services outside weekends and the centre's teaching period,
 - possible facility arrangement costs and furnishing work,
 - additional supervision services, and
 - cleaning costs.
- Cloakroom services are provided by the Students' Association of the Tampere Adult Education Centre, which charges separately for its services. Services can be inquired at 044 349 1031 or 0400 994 767.
- Café services can be ordered from Pirkanmaan Voimia during café opening hours at 040 806 3288 (7:00 AM–3:00 PM) or 040 806 3407 (after 3:00 PM) or by email at tammerkoskenlukio.keittio@tampere.fi.
- After the event, an invoice will be sent to the customer detailing the facility rents and labor costs. The rental invoice will include any usage time outside the original reservation time and additional services added during the event.