

Booking Instructions for the Club Room and Kitchen

A resident of the housing company can book the club room and kitchen by entering the booking in the reservation calendar on the residents' section of the housing company's website and sending the booking details to the housing company board at hallitus@jht12.fi.

If you are unable or do not wish to enter the booking in the calendar yourself, it is sufficient to mention this in the email to the board. The board will then enter the booking in the calendar on your behalf.

The booking is valid once it is shown in the calendar and the booking details have been sent to the board's email address. No confirmation from the board is required.

The email must include the date and time of the booking, the purpose of the booking, the name of the person making the booking, the apartment number, and whether the kitchen is needed. The kitchen key can be obtained from the board. To make communication regarding the kitchen key easier, it is recommended that you also include your phone number in the email.

The reservation calendar and instructions can be found under the tab **"Club Room and Kitchen Reservation Calendar."** As with the other tabs in the residents' section, it can be accessed using the resident's password for the residents' section.

A booking can later be changed, supplemented, or cancelled. Changes can be made directly in the calendar, but any changes must also be reported to the board's email address.

If you accidentally delete or modify a booking made by someone else and are unable to restore the correct information, you must notify the board by email. The board will then correct the entry in the calendar.