

Instructions for using Sofia Helsinki's day pass

A day pass entitles you to one day's work in Sofia Helsinki's public areas during the opening hours.

- **A day pass cannot be booked in advance.**
- There are a limited number of day passes available. **The number of day passes per grantee is limited to five per month.**
- When arriving at Sofia, first register at the info desk, where you will sign up for a day pass for that day on a list and receive a guest pass. Sofia's staff will guide you through the use of the facilities upon your first visit.
- If you want a tour of the premises during your first visit, book an appointment in advance at info@sofiahelsinki.fi.
- As a day pass user, you have the opportunity to work in all the public areas at Sofia, in the member facilities and at the undesignated workstations and in the shared area (entire 2nd floor).
- Access to the premises is from Monday to Friday from 8:30 a.m. to 4:30 p.m. (closed on public holidays).
- During the day, you also have access to telephone booths (max. 2 hrs at a time).
- You are allowed to have guests in connection with conference room bookings and meetings. If you invite guests, they must also register at the info desk. **If a guest comes to work all day, they must purchase their own day pass.** A holder of a day pass is responsible for their guests.
- Other benefits during the day: possible speaking or membership events, free coffee and tea at the member facilities, 20% discount on the restaurant menu and a membership lunch price.
- Membership benefits during the day are personal.
- The guest pass must be returned to Sofia's info desk at the end of the day. A fee will be charged for an unreturned guest pass.
- Printing and use of conference rooms are not included in the day pass benefits.
- Further information: info@sofiahelsinki.fi.