

Program Coordination & Space Use Agreement

Adopted January 2024

Purpose

This document outlines space usage agreements made between The Center Project (“TCP”) and its internal programs to ensure there is communication and collaboration between groups providing support and resources to our community, and that internal programs are able to work cohesively toward TCP’s broader Mission, Vision, and Values. Internal programs are those that originated from and are entirely supported by The Center Project, and which share a board and budget with the larger organization.

Program: _____

Program Coordinators

Name:

Contact Info:

Name:

Contact Info:

Responsibilities of The Center Project:

1. Provide groups access to agreed upon space(s) necessary for providing their programming. These spaces include: Kitchen, Community Meeting Space, Library, Upstairs Meeting Room, Deck / Backyard, and Garage.

Space(s) Used by Program: _____

Meeting Date & Time: _____

2. Maintain the building and premises in a safe, welcoming, and accessible manner.
3. Host a shared access calendar on TCP’s website and provide assistance posting events as requested. If an organization wishes for their meetings or group to remain private, TCP will note the space is reserved on public calendars.
4. Provide Program Coordinators with an access code to the main entrance to the building.
5. Work with Program Coordinators to promote the group and its programming as requested.
6. Maintain a landing page for each Program on its website.
7. Provide opportunities for TCP’s groups to work collectively and collaboratively.

8. Provide resources as requested and as we are able.

Responsibilities of Groups & Program Coordinators:

1. Limit use of the space to the date(s) and times (s) indicated in this agreement. Please let the Board know about use of the space outside of the agreed upon times 48 hours in advance to ensure no other groups plan on using the space.
2. Ensure the group's programming and activities adhere to and generally promote TCP's Mission, Vision, and Values.
3. Provide activities and programming in accordance with TCP's [Ground Rules and Community Expectations](#).
4. Clean up after meetings and programs. This includes: returning furniture and equipment to its original location, cleaning all dishes used, placing all trash and recycling in proper receptacles, and taking out full and / or smelly trash bags.
5. Ensure that the facility is properly secured after each event. Group leaders and organizational representatives should not share their access code with members of the group.
6. Post Organization's meetings on TCP's monthly calendar.
7. Provide a summary of the program's resources, activities, and contact information which TCP can use on our website, social media, and advertising materials.
8. Maintain the privacy of individuals and groups that utilize TCP's space and / or programming.
9. Collect basic information about usage of the space and report this information back to TCP as needed. This data is used to strengthen our programming and in requests for funding.

Additional Information

1. TCP reserves the right to close the meeting space to all groups and organizations for any reason and at any time. If TCP must close the community space to the public, Program Coordinators will be notified as soon as possible.
2. If a program or its coordinators are found to be in violation of any portion of this agreement, they will be notified of such violations by the Executive Board and given one (1) month to rectify any issues. Failure of the group to rectify issues or any further violations will result in Program Coordinators being asked to step down.
3. A copy of this signed agreement shall be provided to the Program Coordinators and kept in electronic form by TCP. Digital and / or printed copies available upon request.

In the event of an emergency situation during a group meeting:

- If there is an immediate life threatening situation or fire, call 911.
- If evacuation is necessary, do so immediately.
- For further information, including conflict de-escalation, reference the TCP Emergency Protocol located in the House Binder in the kitchen.
- Make immediate contact with TCP Board of Directors.

This contract shall be entered into for the term of one (1) year beginning on this day between The Center Project and the Organization.

Program Coordinator

Program Coordinator

TCP Board Representative

Date: _____

Memorandum of Understanding

Agreement for Space Usage for External Groups

Purpose

The purpose of this document is to formalize agreements made between The Center Project (“TCP”) and _____ (“Organization”) by clearly defining the roles and responsibilities of all involved parties.

The Center Project

Board Representative:

Role:

Contact:

Organizational Representative

Name:

Role:

Contact:

Responsibilities of The Center Project:

1. Provide Organization access to agreed upon space(s) necessary for providing their programming. These spaces include: Kitchen, Community Meeting Space, Library, Upstairs Meeting Room, Deck / Backyard, and Garage.

Space(s) Used by Organization: _____

Meeting Date & Time: _____

2. Maintain the building and premises in a safe, welcoming, and accessible manner.
3. Provide space to the Organization free of charge. Organizations may make a donation for use of space; whether an organization makes a donation will not be used in any determination of current and future space usage.
4. Post Organization’s meetings on TCP’s monthly calendar. If an organization wishes for their meetings or group to remain private, TCP will note the space is reserved on public calendars.
5. Provide group leaders with an access code to the main entrance to the building.

Responsibilities of the Organization:

1. Limit use of the space to the date(s) and times (s) indicated in this MOU. Any use of the space outside of the agreed upon times requires approval from the TCP Board of Directors at least 48 hours in advance. All requests for a permanent schedule change must be approved by the TCP Board of Directors before that change is made public.

2. Provide all supplies and equipment needed to implement their programming goals. TCP will offer support and assistance in promoting programs and services, but is under no obligation to sustain the provision of services or to provide supplies or equipment outside of what is already available at TCP.
3. Ensure the Organization's programs adhere to and generally promote TCP's Mission, Vision, and Values.
4. Provide activities and programming in accordance with TCP's [Ground Rules and Community Expectations](#).
5. Clean up after meetings and programs. This includes: returning furniture and equipment to its original location, cleaning all dishes used, placing all trash and recycling in proper receptacles, and taking out full and / or smelly trash bags.
6. Ensure that the facility is properly secured after each event. Group leaders and organizational representatives should not share their access code with members of the group.
7. Designate an Organizational Representative who will be the main point of contact between the Organization and the TCP Board of Directors. Communication about schedule changes and other space usage questions should originate from this person.
8. Provide current copies of relevant credentials, certifications, and / or insurance coverage, when applicable or upon request.
9. Provide a summary of the Organization's program and activities which TCP can use on our website, social media, and advertising materials. Organizations may request to remain private. Please provide copyright information as required by law.
10. Maintain the privacy of individuals and groups that utilize TCP's space and / or programming.
11. Reimburse TCP for any damages sustained to the facility or equipment as a result of intentional misuse by any person affiliated with the Organization.
12. Collect basic information about usage of the space and report this information back to TCP as needed. This data is used to strengthen our programming and in requests for funding.

Additional Information

1. TCP reserves the right to close the meeting space to all organizations for any reason and at any time. If TCP must close the community space to the public, all affected Organizations will be notified as soon as possible.
2. If the organization is found to be in violation of any portion of this MOU, they will be notified of such violations and given one (1) month to rectify any issues. Failure to rectify issues or any further violations will result in immediate revocation of this MOU.

3. Any organization who has their MOU revoked shall be banned from using the space for one (1) year. Any future applications for space use will be required to demonstrate how the group will prevent recurrence of prior violations.
4. A copy of this signed MOU shall be provided to the Organization and kept in electronic form by TCP. Digital and / or printed copies available upon request.

In the event of an emergency situation during a group meeting:

- If there is an immediate life threatening situation or fire, call 911.
- If evacuation is necessary, do so immediately.
- For further information, including conflict de-escalation, reference the TCP Emergency Protocol located in the House Binder in the kitchen.
- Make immediate contact with TCP Board of Directors.

This contract shall be entered into for the term of one (1) year beginning on this day between The Center Project and the Organization.

Organizational Representative

TCP Board Representative

Date: _____