

Hillman City Collaboratory

Space Use Application and Agreement

Collaboratory Vision & Mission

The Hillman City Collaboratory is a non-profit, cooperative multi-purpose space shared by grassroots organizations and individuals who care about social change, creative expression, and community building. Our mission is to become an instrument of transformation that provides a built environment and programming specifically designed to create community and equip change-makers. The space is meant to be shared, and ask space users to envision their presence as a partnership with this neighborhood commons. To this effect we also ask for donations to help cover costs incurred by our partners' usage.

Space Use Partner Statement

Please describe how your use of the Collaboratory would fit into the mission and vision for the space:

Space User Amenities:

- Use of high-speed wireless internet
- Use of chairs and tables
- Use of shared office and technical equipment if available (printing jobs over 5 copies is charged at cost)
- Light use of kitchen (sink, coffee maker, electric kettle, microwave, refrigerator), if not otherwise reserved
- Use of restrooms
- Promotion on the Collaboratory website, calendar, and facebook page (content should be supplied by the partner and is subject to editing)

Terms of Use

1. Acceptance of Terms

Use of the Collaboratory is subject to the following Terms of Use. The Hillman City Collaboratory reserves the right to update the Terms of Use at any time. A written copy will be provided within 30 days of their enactment.

2) Space Use Policies

- **Mixing Chamber:**
 - We request \$50/hr for non-profits and \$75/hr for all others
 - A \$100 reservation deposit is requested at time of agreement
 - Reduced rates available for weekly users and for full/part-time coworking partners
 - Cleaning fee of \$75 applies unless other arrangements for cleaning the space are made in advance of use
 - Users may place signage in front of entrance up to an hour before the space reservation begins (signage is subject to approval)
 - Security deposit is required unless other arrangements are made
 - Amplified sound and/or loud noise is not permitted from 9:00am-5:00pm, Monday-Friday to avoid interference with coworking partners
 - Mixing Chamber reservations do *not* grant access to the Incubator Coworking Office, except to use shared office equipment if available
 - Primary access will be through front door. User must unlock door in rear of building during use (this is an emergency exit), and users are responsible for locking the front and rear doors at the end of their use.

- **Meeting Rooms**

- The solid-walled meeting room and glass-walled meeting room (only available outside of 9:00am-5:00pm hours) may be reserved for private meetings or programs for a requested contribution of \$20/hr.
- If the couch area in the Mixing Chamber is not in use, meetings may be held in this area
- Reduced rates available for full/part-time coworking partners
- Amplified sound and/or loud noise is not permitted from 9:00am-5:00pm, Monday-Friday to avoid interference with coworking partners.
- Users may place signage in front of entrance up to an hour before the space reservation begins (signage is subject to approval)
- Users are responsible for cleaning up after their use
- Primary access will be through Incubator Coworking Office door. User must unlock door in rear of building during use (this is an emergency exit), and users are responsible for locking doors at the end of their use, if no other occupants are in the building.

3. Partner Expectations

You agree that during your time as a space use partner in the Collaboratory, you will:

- a) Take responsibility for your guests behavior and ensure that your guests abide by these expectations for use of the space.
- b) Treat all persons present with respect and treat the shared space and property with care.
- c) Not restrict, harass, or otherwise inhibit any other user from using and enjoying the other spaces of the Collaboratory.
- d) Not violate any applicable laws or regulations.
- e) Clean up after your use of the space.
- f) Operate in a spirit of collaboration and community.
- g) Contribute to the overall safety of persons and property at the Collaboratory by not sharing their personal access code or key, by locking doors when arriving and leaving, and through the general application of common safety sensibilities.

4. Confidentiality

The undersigned understands some information may be overheard in a shared workspace. Partners agree to use discretion and keep confidence when sensitive information is overheard.

5. Cancellation of Reservations

With 15-30 days of notice, 50% of the deposit will be refunded. With 7-14 days of notice, 25% will be refunded. refunded with 14-7 days notice). Currently, Valley & Mountain is acting as the 501c3 fiscal sponsor for the Collaboratory, so checks should be made out to Valley & Mountain

6. Use of Collaboratory

You acknowledge that you are participating in, contributing to, or using the Collaboratory and the amenities provided at your own free will and decision.

7. Termination

The Hillman City Collaboratory reserves the right to terminate an agreement within its discretion, for reasons including but not limited to illegal activities, to adhere to the partner expectations. Unless the offense is egregious, partners will be offered a warning before termination occurs.

8. Indemnification

You release, and hereby agree to indemnify, defend and save harmless The Hillman City Collaboratory and the sponsoring organizations, Valley & Mountain Fellowship and Community Arts Create from and against all claims, liabilities, losses, damages, costs, expenses, judgments, fines and penalties based upon or arising out of your negligent actions, errors and omissions, willful misconduct. You further agree in the event that you bring a claim or lawsuit arising out of this agreement, you shall be liable for any attorneys' fees and costs incurred by The Hillman City Collaboratory, Valley & Mountain Fellowship and Community Arts Create with the defense of such claim or lawsuit.

