

# Hillman City Collaboratory Space Use Agreement

## Collaboratory Vision & Mission

The Hillman City Collaboratory is an incubator for social change where community forms across boundaries and visionaries bring their dreams to life. The Collab is a non-profit, cooperative multi-purpose space shared by grassroots organizations and individuals who care about social justice, creative expression, and community building. We strive to be an instrument of transformation that provides a built environment and programming designed to support community and equip change-makers. The Collab is a shared, communal space. Donations and contributions, both financial and exchange, cover the costs incurred by partners and organizations.

## Space User Amenities:

- Use of high-speed wireless internet
- Use of chairs and tables
- Light use of kitchen, if not otherwise reserved
- Use of restrooms

## 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. (please initial to indicate agreement)

### 2. Safe Space Agreement –

In partnering with the Collab, you agree to promote social justice, equality, and equity through respectful treatment of all people and users of the Collab. The Collab is a safe space. There is no tolerance of violence, harassment, and hate speech. Any such action should be reported to the manager. This includes, but is not limited to: sexism, racism, ableism, ageism, homophobia, fatphobia, transphobia. The Collab has three security cameras in the building which have a ten day memory cycle. The cameras are not monitored, but are utilized if needed.

### 3. Space Use Policies

- Payment in full is requested at time of agreement to confirm reservation.
- Users may place signage in front of entrance up to an hour before the space reservation begins (signage is subject to approval).
- Amplified sound and/or loud noise is not permitted from 6:00am-6:00pm, Monday-Friday to avoid interference with coworking partners.
- Reservations do not include advance access by Space Use Partners to drop off supplies, or by third parties for deliveries. All deliveries must occur during hours specified in Space
- Reservations also do not include post-event access by Space Use Partners or third parties. Unless specific prior arrangements have been made, all pick-ups of equipment or supplies used for events must occur during hours specified in Space Use Agreement.
- The Hillman City Collaboratory takes no responsibility for loss of or damage to any Space Use Partner or third party belongings left in the space after hours specified in the Space Use Agreement. We reserve the right to remove any items that interfere with subsequent users' ability to use the space.

#### 4. Partner Expectations –

You agree that during your time as a Space Use Partner in the Collaboratory, you will:

- Take responsibility for your guests' behavior and ensure that your guests abide by these expectations.
- Treat all persons present with respect and treat the shared space and property with care.
- Not violate any applicable laws or regulations.
- Clean up after your use of the space and take all of your belongings with you at the end of your event.
- Contribute to the overall safety of persons and property at the Collaboratory by:
  - Locking doors when arriving and leaving
  - General application of common safety sensibilities

#### 5. 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.

#### 6. Cancellation of Reservations –

If a reservation is cancelled more than 15 business days before the event, 50% of the rental fee will be refunded. Unfortunately, we will not be able to offer any refund for reservations cancelled fewer than 14 business days before the event.

#### 7. Use of Collaboratory –

Partners acknowledge that they are participating in, contributing to, or using the Collaboratory and the amenities provided at their own free will and decision.

#### 8. Termination –

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

#### 9. Indemnification –

Space Use Partners release, and hereby agree to indemnify, defend and hold 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 Partners' negligent actions, errors and omissions, willful misconduct. Partners further agree that in the event they bring a claim or lawsuit arising out of this agreement, Partners 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.

#### 10. Insurance –

Space Use Partners are responsible for acquiring their own insurance policies to cover the property, safety, and health of themselves and any parties who enter the Collaboratory to meet with or participate in activities related to the Partners. In any event, Partners will not hold The Hillman City Collaboratory, Valley & Mountain, or Community Arts Create responsible for theft of or damage to any property or any personal injury that takes place

on Collaboratory premises.

#### 11. Parking and Transit –

There is limited, unreserved street parking available. The #7 and #9 buses stop immediately adjacent to the space on Rainier Ave. South and Orcas.

#### 12. Neighborhood Living Room and Other Collaboratory Users –

Space Use Partners acknowledge that they understand, accept, and support the social mission of the space and the nature of the Collaboratory as a multi-purpose space. Partners acknowledge that a section of the Mixing Chamber will be available, only when not reserved and when a staff person is present, to the general neighborhood for the express purpose of building community.

### **Alcohol Policy for Events**

Events at the Collaboratory must be in compliance with all alcohol laws and regulations. All groups must fill out the “Alcohol Use” section of the space use contract and check one of the boxes (No Alcohol, Banquet Permit, Special Occasion License, Licensed Caterer). The event organizer (the person who signs this contract) is responsible for obtaining the applicable permit and showing it to the Collab Event Staffer before the event. You can read about these licenses here . The event will not be allowed to proceed if you cannot produce the permit. The event organizer is responsible for ensuring that policies are being followed during the event. This includes having someone at the door to ensure that random people do not come in, ensuring no underage consumption is happening, ensuring no over service is happening, and informing their guests about the rules. We reserve the right to end any event in which alcohol is being consumed out of compliance.

(1) **No Alcohol.** If a group tells us that they will not have alcohol at the event, then no alcohol may be present, including casual drinking. The event organizer (the person who signs this contract) is responsible for ensuring that no alcohol is being consumed during their event. We reserve the right to end any event in which alcohol is being consumed.

(2) **Banquet Permit.** Individuals or groups may get a banquet permit to serve alcohol if, and only if, the event is private, has no public advertising (this includes public facebook events), has a closed guest list (with no walk-ins or ticket sales at the door), is not charging money for alcohol, and has alcohol brought by the organizer or guests potluck-style. Banquet permits are only for events that would normally be in a home, but exceed the capacity of space for most homes. Examples are a private birthday party or a volunteer appreciation party that is restricted to actual volunteers. Banquet permits are available to purchase the day-of the event from the Washington Liquor Control Board, and cost \$12. They must be posted by the station where alcohol is served. Read more at: <https://lcb.wa.gov/licensing/banquet-permits>..

(3) **Special Occasion License.** Non-profit organizations may get a Special Occasion license to serve alcohol at a public event, such as a fundraiser, performance, or any other public event. This is ONLY available for non-profits (not individuals, or unofficial groups, or for-profits, etc). You must apply for the license 45 days in advance and it costs \$60. The

license is good for 1-day only. You must have volunteers monitoring the alcohol (they do not need to be certified or licensed), and the volunteers cannot be drinking. Alcohol cannot be free, it must be sold at wholesale price or higher. You include alcohol tickets in the price of admission. The license should be posted by the alcohol serving station. Read more at: <https://lcb.wa.gov/licensing/special-occasion-licenses>.

(4) **Licensed Caterer.** Individuals or organizations may hire a caterer with an alcohol catering permit to run the bar for them. This is the only option for groups that want to have a public event and cannot get a special occasion license (e.g. the event is less than 45 days away, the organizing group is not an official non-profit, etc). The caterer must bring their license with them to the event, though it does not need to be posted.

Finally, if you intend to raffle alcohol at your event, you must have a special permit for that. Read more at: <https://lcb.wa.gov/licensing/raffle-permits>

## **Collab Event Staffer Responsibilities**

Groups having an event at the Collab must hire our event staffer. The staffer's responsibilities and non-responsibilities are below. Unless otherwise agreed upon in advance, the event organizer (the person who signs the contract) must be the final person to leave the premise, other than the Collab Event Staffer. Groups who use the Collab frequently and have an excellent track record of responsible behavior may make a request to the Collab Events Manager to self-manage and self-clean.

### **Event Staff Responsibilities:**

- Give groups access to the building
- Interacting with the event organizer to answer questions about where to find things and troubleshooting facilities-related issues
- Orient your volunteer to the use of the A/V equipment
- Check for compliance with regulations
- Do the deep cleaning and lock up of the space. This includes: wiping down surfaces, sweeping, mopping, re-arranging furniture, taking out trash/recycling/compost, general tidying and deep cleaning.

### **The Event Staffer is NOT responsible for:**

- Helping set-up the space for the event organizer
- Taking tickets at the door or staffing any station in the building
- Running A/V during the event
- Running errands for the event organizer
- Doing your dishes, collecting general trash. In other words, you cannot have a big party and just walk out the door. You will need to do the basics: do your dishes, put all the trash/recycling/compost in your bins, pack up and take away your materials (including all food and drink you bring, which must be removed from the premises before you leave-- do not store it in our fridge or pantry!)