

Pride Center of New Jersey Space Use Agreement

P.O. Box 5130
New Brunswick, NJ 08903
Phone Number: 732/846-2232

Introduction

Thank you for choosing The Pride Center of New Jersey, Inc. as the location for your groups upcoming meeting or event.

The Pride Center of New Jersey provides a "safe space" for lesbians, gay men, bisexuals, and transgender people where programs and services are provided to the LGBT community in order to empower individuals to accept their gender and sexual identity. The Center also increases public understanding of lesbian, gay, bisexual, and transgender lives.

It is highly recommended that group leaders design their own mission statements to be shared with group members, and particularly emphasize the group's own policy on sharing and confidentiality at the beginning of each meeting. This process appears to aid and enhance group cohesiveness.

Meeting Room Reservations and the Calendar

The Pride Center's Group/Program Coordinator is responsible for scheduling the use of the Center's meeting rooms. It is the responsibility of the Group Facilitator (herein known as "Facilitator") to reserve meeting rooms via the Group/Program Coordinator, in advance.

On a monthly basis, The Pride Center publishes a Calendar of events. Facilitators must notify the Group/Program Coordinator no later than the last Monday of the current month, in order to receive a listing in the following months Calendar. If a group has reserved a meeting room, it will appear on the Calendar.

After a new Calendar has been released, available rooms are on a first-come first-served basis. Shift volunteers at the Center may schedule a group in an unreserved room for the current month only. Note: groups who call to use an unreserved room, may not do so again the following month. They will need to reserve a room with the Center's Group/Program Coordinator for their next meeting.

Meeting Room Hours

The hours booked for your meeting or event are the hours during which you have access to the space. A start and stop time must be specified when making your reservation with the Center. Use of the space earlier or later than scheduled is not possible. When scheduling a meeting or event, be sure to request time for setting up, cleaning, and vacating the room.

Under normal circumstances, the building closes at 10pm. If your meeting or event requires cleaning time, you must plan your schedule so that you have enough time to complete your cleaning tasks and exit the building by 10pm. If you require additional cleaning time, please speak with the Group/Program Coordinator when you book your event.

The Pride Center reserves the right to change room assignments. If possible, notice of any change will be communicated to you in advance. If you cannot be reached by phone, a message will be left for you in your mail box at the Center (behind front desk). Please check our "Master Copy" of the monthly Calendar, located at the front desk, before your meeting to be sure of your room assignment.

No Shows or No Meetings

If a Facilitator for a group does not show for 3 consecutive meetings (with the exception of 12 step groups), or there are no meetings for 3 consecutive reserved dates, then the group will be removed from future Calendars.

Cancellation

The Pride Center must be notified of a meeting or event cancellation at least five days in advance. In case of an emergency, please contact the Center as soon as possible. Cancellations can be telephoned to The Pride Center at (732) 846-2232. Calling in the cancellation of your meeting or event allows the Center to re-book the room (if possible). It also allows the Center to give accurate information (such as a postponement) to individuals who may call or show up for your meeting/event.

If the Center is not notified in advance about cancellation of a regular meeting, the Facilitator shall be responsible for a fee payment of \$10. Without proper notice of cancellation, the Center reserves the right to hold any deposits that may have been required, such as those for cleaning or equipment use.

Fees and Payments

Revenue received from user groups is an essential means or support for The Pride Center. The suggested donation for use of meeting space is \$2 per person. Accordingly, user groups are asked to submit payments on the day of the meeting and for the full amount due, unless other arrangements have been made with The Pride Center. Any payment which is more than thirty days past due may result in the termination of the Space Use Agreement. On the day of your meeting or event, please

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pick up an invoice from the Center's front desk. Complete Part I of the invoice (number of people, payment amount, name of person making payment) and submit. Do not leave payments with anyone except a Center volunteer. The volunteer will acknowledge your payment with a signed receipt. Payments can be made in cash or check payable to "The Pride Center of New Jersey, Inc."

Part of the Center's mission is to foster small and emerging groups in our community. Therefore, in some circumstances, special fee arrangements can be made. For more information, contact the Center's Group/Program Coordinator by calling the Center.

Reporting Attendance Figures

The Pride Center depends on funds from a wide variety of sources. It is important that when we apply for funds, we demonstrate the number of people The Pride Center serves. Your assistance in providing accurate attendance figures for your meetings is greatly appreciated.

When You Arrive for Your Meeting or Event

Upon your arrival, please check in with the front desk. At this time you will be given your room assignment and invoice. Note that The Pride Center will attempt, to the best of its ability and limited volunteers, to have your room ready. Your assistance with set-up is greatly appreciated.

Please try to arrive early. This will give you time to check-in and set-up for your meeting or event. Arriving early also gives you a chance to meet with a new group member (if any), and talk to him or her about your group. This may help lessen group anxiety.

Equipment

Special Pride Center equipment such as TV/VCR may be used by your group. Reservations are required in advanced.

Cleaning Deposit

Most events and meetings at The Pride Center do not require a cleaning deposit. However, a Center volunteer or the Group/Program Coordinator may, at his or her discretion, request a cleaning deposit in advance or the day of the event, particularly for large events. Cleaning deposits will be returned upon inspection of your room after clean-up by the Center's volunteers. The Pride Center operates with a minimum of dedicated volunteers. We ask that prior to leaving, you return your room to the state it was when you entered.

Room Use Guidelines

1. **No smoking:** the Center is a non-smoking space, and smoking is not allowed anywhere inside the building. This includes the Lobby, stairwells and bathrooms. Smoking is allowed outside the building only. The Center asks that if you smoke outside, you do so without disturbing the neighbors and that you do not leave butts on the sidewalk.
2. **Do not tape, tack or nail items to the wall:** In order to keep The Pride Center looking its best, we ask that you do not tape, tack or nail anything to the walls, doors or windows of your meeting room or any other part of the Center without prior permission from the facility manager. The facility manager can be reached by calling The Pride Center.
3. **The Pride Center is not responsible for personal belongings:** Do not leave than unattended at any time, and remove them at the end of your meeting or event. Please give any unclaimed personal belongings to the Front Desk to be placed in lost-and-found.
4. **Do not tamper with the building safety equipment,** such as fire extinguishers, smoke detectors, light fixtures and circuit breakers. Report any problems with such equipment to the Front Desk.
5. **Do not move furniture,** unless you have permission from a Pride Center volunteer. Return furniture to the original place when meeting is over. Moving furniture without doing so may greatly inconvenience another group.
6. **No Alcohol:** Use of alcohol is prohibited on The Pride Center premises unless special permission is granted by The Pride Center Board.
7. **Clean up tasks prior to leaving:**
 - a) Place all trash in trash cans. Trash cans are in the kitchen area. Remove all group literature, decorations, signs, etc.
 - b) Dispose of all liquids in the bathroom.
 - c) Collect recyclable items and deposit them in the designated recycling receptacles in the kitchen.
 - d) Turn off lights unless another group is scheduled to use the room immediately after your meeting or event.
 - e) For special events, all trash must be placed in garbage bags and taken to the trash cans in the back of the building. Materials to be recycled (cans and bottles) must be collected in designated recycling bins and taken to the designated area in the kitchen. All cardboard boxes must be flattened, tied and stacked up in piles no bigger than 18' by 18'.

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- f) Furniture and equipment which has been moved to your meeting room from somewhere else in the building must be returned to its original location at the end of your event unless a Center volunteer has given you permission to the contrary.

Good Neighbor Policy

It is very important that The Pride Center maintains good relations with our immediate neighbors. To minimize disruptions to other Center guests and to people living nearby, please:

1. Keep noise down. If you need to take a break outdoors during an event, do so quietly.
2. Behave as you would want people to behave if you lived in the neighborhood.
3. Your music, if any, should be loud enough for your guests to enjoy without disrupting groups meeting in the building, or our neighbors. The building is not sound proof Loud music travels easily and can be disruptive. The Pride Center reserves the right to determine when music is considered to be "too loud". If a Center volunteer asks you to lower the volume of your music, please do so.

Security

You are responsible for maintaining the order and control of your guests before, during and after your meeting or event. If a guest becomes disruptive to your meeting or event, or potentially disruptive to other people or events in the building, contact a Center volunteer immediately. He or she will assess the situation, determine its severity, and call the police if necessary or take other appropriate action.

Conditions of Use

A dynamic and efficiently used Center is to the benefit of all in the community. We ask your assistance to ensure that the Center can serve all those who want or need to use the building.

We strive to keep the Center open and accessible to as many groups as possible. While we would only do so under extreme circumstances, groups which fail to comply with this Space Use Agreement or the instructions of Pride Center volunteers may not be allowed to book additional space and may forfeit future uses of space which have already been booked.

The Pride Center will not allow space to be used by any group which will undertake illegal activities within The Pride Center. Facilitator and group/event members (herein referred to as "Users") agree to abide by, and comply with all of the applicable laws, rules, and regulations of the United States, the City of New Brunswick, and the State of New Jersey. No sexual activity is permitted in the Center.

Use of The Pride Center's name as a meeting site in publicity materials does not imply endorsement by The Pride Center.

Users should exercise care in their use of The Pride Center and its equipment.

The Center cannot be responsible for equipment or property that is left or stored on the premises. You may not leave anything here unless you have made prior arrangements with a Center volunteer. The Pride Center reserves the right to dispose of any property left on the premises after a meeting or event is concluded.

The Pride Center will not be held responsible for any damages or penalties whatsoever arising from the improper use of copyrighted materials by any group using the space at the Center.

The Facilitator and Users may use the space only for the purpose indicated in this Space Use Agreement. Any changes must be approved by the Group/Program Coordinator.

The Facilitator entering into agreement with The Pride Center shall indemnify and hold harmless the Center from any and all claims arising from the Facilitator's and his or her group's use of the Center during the period covered in this agreement for damages or injuries to persons or property.

The Facilitator agrees that The Pride Center shall not be liable for failure to provide the physical properties and services referred to in this agreement in the event that such failure is caused by acts or regulations of public authorities, labor difficulties, strike, epidemic, interruption or delay of transportation services, delays in construction schedules or any other cause beyond the control of the Center.

The Facilitator and Users will neither cause nor permit any damage to The Pride Center. This includes but is not limited to putting up tape, nails, tacks, or screws without receiving permission from a Center volunteer.

The Facilitator agrees that no portion of the sidewalks, entries, vestibules, halls, or ways of access to public utilities shall be obstructed by the Facilitator or used for any purpose other than for entering and exiting a room or the building,

Center volunteers shall have the right to enter any event at any time in order to communicate information to the Facilitator or Users.

The Pride Center reserves the right to terminate this agreement without prior notice if the Facilitator or Users in any way fails to adhere to the rules outlined in this document.

If you have any questions, please call The Pride Center and leave a message for the Group/Program Coordinator.

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**This agreement shall be in effect when signed by Facilitator
and shall remain in effect until terminated by either party.**

I have read the above Space Use Agreement and agree with the terms herein.

Facilitator Signature

Date

Print Name

Name of Group or Event

Facilitator Telephone Number

Facilitator Mailing Street Address

Facilitator City, State, Zip

If you're currently meeting at the Center,
please note when you normally meet
(include days and times).

If you do not currently meet at the Center,
please note your requested meeting days
and time.

Note: Above Facilitator contact information must be filled out and kept on file at the Center.

Please return this Agreement to the mailbox of the Group/Program Coordinator by: _____.
Failure to return this signed Agreement by the above date may result in denial of meeting room space.