

Brooklyn Community Pride Center's Space Use Policies

Updated 09/27/2022

General Guidelines:

Through promotion of the empowerment, development, and general welfare of the LGBTQ+ community with emphasis on gender, racial, and ethnic parity, Brooklyn Community Pride Center is committed to affecting positive change within our Borough, and the community at large.

Brooklyn Center provides a space where all are welcome, and therefore groups utilizing the Center will not engage in hate speech or bigotry of any kind; engaging in or advocating for violence of any kind is strictly prohibited on Center premises. Engaging in illegal activities on the premises is strictly prohibited. Brooklyn Community Pride Center reserves the right to restrict or reject any individual or groups at the Center whose presence or use of the Center negatively impacts other groups/individuals using the Center.

Brooklyn Community Pride Center is a non-partisan, non-denominational, 501c3 organization and does not support or endorse activities held on its premises. Activities held at the Center must neither conflict with nor interfere with Center sponsored or produced programming. When such conflicts arise, the Center programming will be given priority.

All individuals or groups ("User") using Center space abide by these terms. Failure to do so, or otherwise violating these guidelines, will result in the suspension or cancellation of space use permission.

Brooklyn Community Pride Center is committed to good-faith cooperation and partnership with all individuals and groups utilizing space and will make all reasonable effort to resolve conflicts when they arise.

Security: Users are responsible for maintaining order and control of members and guests before, during and after their events. If anyone associated with a User's event becomes disruptive to the event or potentially disruptive to other people or events in the building and the User is unable to get the person(s) to leave the event, the User must contact Center staff immediately. Center staff will address the situation, determine its severity, and call the police if necessary.

Housekeeping: It is the user's responsibility to make sure the event concludes, and that the room is restored to its previous condition, by the end of the booked time. It is important to book break down time. The space user should make sure trash and recycling are taken to the appropriate bins, liquid and food is disposed of in the appropriate places, and any supplies are removed or returned to their proper place.

Brooklyn Community Pride Center is NOT responsible for personal belongings. Do not leave them unattended at any time and remove all of them at the end of an event. Give any

unclaimed item to Center staff for lost and found. Found items are kept for three days, then discarded.

Do not tamper with the Center safety equipment, such as smoke detectors, fire extinguishers, light fixtures, cameras, and fuse boxes. Report any problems to Center staff immediately.

Furniture and Equipment: Users shall exercise care in their use of Brooklyn Community Pride Center equipment. The Center reserves the right to charge a user for repair or replacement of any equipment or furniture that is damaged or lost during the period it was made available to the User.

Nothing should ever be attached to the walls at the Center except through the use of blue painters' tape or 3M-style command strips, which must be fully removed at the end of the event. The Center reserves the right to charge users for repair of damaged paint or walls if these rules are not followed.

Tobacco Free Environment: Smoking and tobacco chewing are not allowed within the Center's facility or on the exterior perimeter. This includes vaping/electronic cigarettes. Consuming marijuana products or other drugs through smoking, electronic cigarettes or similar devices (bongs, pipes, etc.) is also prohibited.

Food and Beverages: Brooklyn Community Pride Center does not provide catering services. Users are permitted to bring in food and beverages for events and are responsible for providing everything necessary for serving food and beverages. Users are responsible for disposing of all unconsumed food and beverages at the end of their event, as well as removing any catering supplies.

Alcoholic Beverages: Advance permission is required when alcohol will be present at an event. Users must never provide alcohol to minors. Alcoholic beverages must be consumed within the space where the event is being held and it is the user's responsibility to see that alcoholic beverages are not carried out of the space.

Fees for Use of Space and Equipment: Brooklyn Community Pride Center charges fees for providing support during your event or activity and for use of equipment. These fees include staff time, access to wi-fi, printing, time for preparations and clean up, etc. The Center reserves the right to adjust fees at any time and fees are subject to change upon renewal of any Space Use Agreement.

Brooklyn Community Pride Center may require deposits as it deems necessary, including but not limited to nonrefundable deposits on space fees to guarantee booking and deposits to offset extraordinary Center expenses resulting from special events, including but not limited to additional staff time for access or cleaning.

Fee Payment: Full payment is due at least five (5) business days before the day of meetings and events.

Payments can be mailed to Brooklyn Community Pride Center, 1561 Bedford Ave., Suite Ground A, Brooklyn, NY 11225. Please indicate the room(s), date / time in the memo portion of your check. Online payment is preferred.

Listing in Brooklyn Community Pride Center's Activities Calendar: All activities scheduled at Brooklyn Community Pride Center are eligible for listing in the Center's online Program & Events Calendar. Private events will be listed as private to avoid calendar conflicts in booking.

Cancellation Policy: Payment of space and equipment fees is due at least five (5) business days in advance. If any payment exceeds thirty (30) days past due, all future bookings by the subject users will be suspended until all outstanding payments are received.

For events cancelled by users, the full deposit will be returned if the cancellation is made more than five (5) business days before the event. If cancellation is made five (5) or fewer days before the event, half of the deposit will be returned.

Grievance Process and Appeal: Complaints regarding any aspect of the Space Use Agreement reservation, space use experience should be addressed to Brooklyn Community Pride Center Director of Programs. All attempts should be made to resolve grievances at this level. If the problem is not resolved, a written complaint may be submitted to the Chief Executive Officer.

Liability: Users entering into the Space Use Agreement with Brooklyn Community Pride Center indemnify and hold harmless Brooklyn Community Pride Center and its agents and employees from any and all claims for damages or injuries to persons or property arising during the period covered in the User's Space Use Agreement while anywhere on premises. In certain circumstances, and at the sole discretion of the Center, a Certificate of Insurance naming the Brooklyn Community Pride Center as additional insured may be required as a condition of space use.

Miscellaneous Provisions: Users will not permit any activity that will injure or deface the Brooklyn Community Pride Center in any manner.

Users will not affix pushpins or any other objects to the walls except to say that temporary placements of visual aids using blue painter's tape is permitted. Post-it notes are also permitted. These objects must be removed at the end of the event and all residue removed.

Brooklyn Community Pride Center employees have the right to enter any event at any time

Brooklyn Community Pride Center will not allow space to be used by any group which will undertake illegal activities within the Center. Users agree to abide by, conform to, and comply

with all the applicable laws, rules, and regulations of the United States and the City and State of New York.

When an event effects the Brooklyn Community Pride Center's regular hours of operation or requires additional staffing from the Center, the User will be charged an appropriate fee, to be determined in advance of the event.

Brooklyn Community Pride Center cannot be responsible for equipment or property that is left or stored on its premises.

Brooklyn Community Pride Center retains the right to terminate any Space Use Agreement without prior notice if the Center determines that the User in any way failed to adhere to the rules outlined in this document or any of its attachments. Furthermore, Brooklyn Community Pride Center reserves the right to cancel any future meetings or events already booked by or later requested by the same User.

Use of Brooklyn Community Pride Center's name as a meeting site does not constitute an endorsement by Brooklyn Community Pride Center of the User or the event.

Users may not use Brooklyn Community Pride Center's logo in any promotional materials without prior permission, review and approval of the material by the Director of Development and Communications.

Brooklyn Community Pride Center will be held harmless for any and all damages and penalties arising from the improper use of copyrighted materials by any User using space at the Brooklyn Community Pride Center.

Pledge of Non-Discrimination

Brooklyn Community Pride Center User Group Pledge of Non-Discrimination

In consideration of the provision of space at Brooklyn Community Pride Center, I (the booking party) represent and affirm that our group is non-discriminatory; does and will treat all individuals and groups equally without regard to actual or perceived race; creed; color; national origin; religious background or affiliation; gender; gender expression or gender identity; sex; sexual orientation; pregnancy; age; height or weight; alienage or citizenship status; past, present or future disability or condition, including physical (e.g. HIV/AIDS), intellectual (e.g. learning disability), or psychiatric; veteran or military status; marital or partnership status; or any other protected status in accordance with federal, state or local laws.

We (the booking party) recognize that respecting individual dignity, achieving equality and promoting intergroup harmony are the responsibilities of all people, including our group. We reject hatred and will not engage in acts or expressions of hatred directed to any person(s) or

group(s). Our group will work in good faith to affirm and abide by these principles in all our activities and affairs.

We (the booking party) understands the Center reserves the right to revoke any use of its facilities by a user group in the event that such group fails to affirm or abide by these principles.