



## Brave Space Rental Policies

*Updated February 12, 2020*

Brave Space appreciates your interest in renting our space for your event. To make this process easier, please read our Rental Policies and Procedures, and Code of Conduct documents.

### Space Details

Brave Space's group/community room is about 14' wide by 15' long. There is a kitchenette in the back of the room. There are four 6' tables for 2 people to sit at, or chairs for a circle group of about 11 maximum capacity. Attendees may wait in the general waiting room until the event coordinator is ready to admit them to the room. There is one main entry, and notices on the door to indicate the room is occupied. There is one ADA bathroom close to the group/community room. The waiting room may be used as additional group space on weekends and when clinical services are not being rendered.

### Pricing

Group type	Rate	Special Rates	Rate
Political Event or Fundraiser	\$60/hr	Brave Space sublessor or employee	\$10/hr
Continuing Education (CE) Training	\$40/hr	Economic hardship scholarship	Ask for details
Non-CE Training	\$20/hr	Free community-led event for marginalized community (ie game nights, dinners, info sessions)	Ask for details
Paid Support Services	\$20/hr	Hourly overtime charges	At the rate contracted

### Contracted Amount

This contract is made on \_\_\_\_\_ between  
 Brave Space, LLC and \_\_\_\_\_  
 for the use of the Brave Space training/group room for the following event:

\_\_\_\_\_

Start date: \_\_\_\_\_ End Date: \_\_\_\_\_ Frequency: \_\_\_\_\_  
 Rate: \_\_\_\_\_ Total Amount: \_\_\_\_\_ Due by: \_\_\_\_\_  
 Deposit Amount (25%): \_\_\_\_\_ Due by: \_\_\_\_\_

### Payments

A **non-refundable deposit** of 25% of the total amount is needed to reserve the space; deposits are due 14 days prior to the start date of your event. Brave Space accepts payments via credit card, check or cash. Brave Space will send the event coordinator an invoice. This invoice may be paid by credit card, cash or check. Balance of rental charges



are due no later than **the day of** your rental date. Checks and cash may be made out to Brave Space, LLC, and mailed to 3620 SE Powell Blvd #102, Portland, OR 97202.

### **Confidentiality Statement**

Brave Space is a social services community where direct clinical services are rendered, as well as community events, trainings, and support groups. Brave Space is located in a building where generalist businesses also conduct their affairs, and Brave Space shares an entry with these businesses. Due to the confluence of confidential and non-confidential services occurring in the same area, all event coordinators should consider the limits to the confidentiality of their attendees prior to contracting. **Brave Space also requires event coordinators to inform their attendees of the following statement:**

"All attendees of events upon Brave Space premises should honor the anonymity and privacy of any other people upon the premises. This includes within the event, in the waiting room, or in the parking lot. Please do not talk about another person by name, their experience, or any details of your interactions with other people. This will help ensure everyone feels safe and comfortable showing up at Brave Space."

### **General Room Rental Information:**

1. Space will be rented on a first-come, first-serve basis. A minimum 15-day advance notice of your reservation is requested. Rental space and room assignments will be made based on availability. Reservations will not be held until a Rental Application and the 25% deposit are received. Room confirmations will be made by email or by phone once the deposit has been paid.
2. Deposits are due 14 days prior to your event start date. Payment in full for 1-time events must be received by the date of your event. If your event is less than 14 days away, payment in full is required for reservation confirmation.
3. For ongoing events, payments may be made on a monthly basis. Brave Space will invoice the upcoming events at the first of each month. If a future event is cancelled, payment is still due for the missed event to maintain the ongoing reservation. Payment is due 14 days after the receipt of invoice.
4. We require 14 days (two weeks) advance notice when cancelling a room reservation. Cancellation Fee Schedule is shown below:

#### **CANCELLATION FEE SCHEDULE**

- 1) Cancellations occurring 15 days or more prior to rental date: 75% of the rental fee is refunded.
  - 2) Cancellations occurring between 3 days and 14 days prior to rental date: 50% of rental fee is refunded.
  - 3) Cancellations within 2 days or less: Entire rental fee is forfeited.
5. Rooms must be vacated by the time indicated on the rental agreement.



6. Hourly overtime charges at the rates indicated above will apply for rooms not vacated by the pre-arranged time, including extra charges if event participants, caterers, volunteers, etc. remain onsite after the building's regularly scheduled closing time. This includes cleaning and event breakdown.
7. Alcohol may be served with prior approval from Brave Space and only with proper permits obtained by the event coordinator. See our policies regarding *Use of Alcohol*.
8. Brave Space may assess that additional security is necessary for your event (depending on the type of event, number of anticipated attendees and whether alcohol will be served). You will be responsible for any additional costs.
9. Brave Space will not assume any responsibility for injury or accidents caused by the activities of event holders, or injury or accidents caused by materials provided by event holders. Brave Space requires proof of general liability insurance for ongoing events; Brave Space, LLC must be listed as an Additional Insured Entity.
10. A Brave Space representative will schedule a walk-through with the event holder at least 24 hours before the event to show procedures for opening/closing space, setting up space and restoring it to neutral, functioning the A/V technology, and the location of cleaning supplies.
11. Brave Space provides access to basic A/V technology. This includes a projector with PC/Mac VGA cords, HDMI cord, and a speaker. A Brave Space representative will show renters how to use A/V equipment and where it is stored. Renters are responsible for putting equipment back in the locking IT room when finished. If renters damage A/V equipment in any way they agree to pay the cost of a replacement part or replaced unit.
12. Event holders are responsible for ensuring that their attendees only use the common areas, including the event room, waiting room, and restrooms. All clinical offices, file rooms, and other rooms are off limits unless specific permission has been given by Brave Space. If attendees are found in restricted areas or evidence thereof, the event holder is responsible for any damages, and future event contracts may be terminated or withheld due to the breach in contract.
13. All event deliveries must be received by the event holder during scheduled event times. Deliveries and retrieval of equipment, supplies or materials outside of the scheduled event time must be arranged in advance with Brave Space.
14. Cleanup: Rooms must be left in the same condition as they were found. Cleaning supplies will be shown to you during a walk-through. Additional fees equivalent to your hourly rental rate will apply if extra cleanup is needed.
15. No materials, decorations or paper can be affixed to the walls, furniture, lighting or fixtures in Brave Space without prior approval. Inconvenience fee and repair costs including labor and materials will be billed for the event holder.



16. Renters are expected to bring their own supplies. Brave Space will not provide such items (i.e. batteries, scissors, paper, tape, tea coffee, cups, plates, silverware, table cloths, water pitchers, easels, markers, etc.). Items located in the kitchenette area may be used if the event coordinator cleans all dishes at the end of the event.
17. Brave Space is fully ADA accessible inside, and there is 1 dedicated parking spot for ADA cars to park.
18. Event holders are fully responsible for any damage to Brave Space property or theft of equipment while in their use.
19. Brave Space is under no obligation to promote your event, but may include information about your event on Brave Space media or to our resource list to help community members access your event.
20. Please note that as a community space, our space is often used by numerous groups simultaneously. And whereas we strive to maintain privacy and sound control, be aware that there may be occasional cross-flow through your meeting.
21. Please be advised that there is limited parking in the area. Event coordinators and facilitators are asked to use street parking to allow clients to utilize the parking lot. We suggest you advertise this fact when promoting your event/meeting. Our facility is accessible via the #9 and #75 bus.
22. Rates and policies are subject to change without notice.

### **Prioritization of Space**

Brave Space is a space that advocates and supports transgender and non-binary community, including people of color, people with disabilities, people of various political or religious beliefs, socioeconomic status, and country of origin. It is our highest commitment that the space remains emotionally, physically, and culturally welcoming for these communities. Events serving people who do not identify with a marginalized experience or who are not connected to someone who does will be contracted on a case-by-case basis, as space allows, and as long as these individuals can maintain a safe space free from microaggression, harm, discrimination, or threat of harm.

Any event, including political rallies or lobbying efforts, that endorse harm, discrimination, or unequal opportunity towards these groups will not be allowed to rent space. If Brave Space learns of endorsements, belief sets, or actions during an event that compromise the safety of these communities, Brave Space retains the right to suspend future events, engage event coordinators and community in restorative justice circles, and/or terminate the event immediately with or without a refund of the rental fee.

### **Use of Alcohol**

**Brave Space will not assume any responsibility regarding alcoholic beverages.**

We follow Oregon Liquor Control Commission (OLCC) guidelines. No one representing Brave Space will handle alcoholic beverages in any way, nor do we allow self-serve bars.



If you plan to serve alcohol at your event, please provide proof of your OLCC permit to Brave Space 2 weeks in advance of the event date. Contact OLCC for the guidelines, licenses, etc. you will need. Your group will be responsible for obtaining the required OLCC permits and licenses and in following the OLCC guidelines for your event. The link to the OLCC website is: <http://www.oregon.gov/olcc/Pages/index.aspx> and they can be reached at 503-872-5000.

### **Codes of Conduct**

All attendees of Brave Space are responsible for behaving in a manner that maintains a welcoming space for all other attendees and the wellbeing of its staff, individuals, or groups meeting or organizing at Brave Space. All attendees are responsible for minimizing the disruption that group events may create in Brave Space's daily operations. Anyone who hosts or facilitates an event, group or meeting at Brave Space is responsible for ensuring that individuals attending their events or groups adhere to Brave Space's Code of Conduct and Pledge of Non-Discrimination. Volunteers and staff are responsible for ensuring that individuals who are not part of a group or event adhere to Brave Space's Code of Conduct and Pledge of Non-Discrimination.

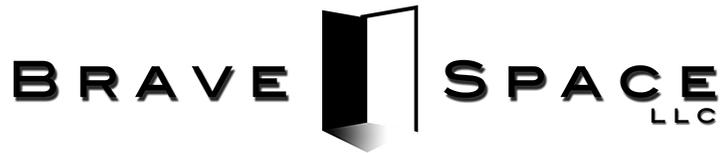
### **UNACCEPTABLE BEHAVIOR**

Engaging in the following behaviors will result in a verbal warning. If behavior is repeated, community members will be asked to leave Brave Space for the day, and may be banned from the space:

- Discriminatory or offensive language (such language is subject to interpretation by staff, group leaders and volunteers)
- Disruptive, harmful, or offensive behavior (such behavior is subject to interpretation by staff, group leaders and volunteers)
- Smoking outside of the designated smoking area
- Financial solicitation without prior agreement with staff, group leader or volunteer
- Handing out non-approved literature inside the building or on the grounds
- Photographing or filming for other than personal purposes without permission
- Nudity in public spaces
- Possession or consumption of alcoholic beverages outside of official Brave Space events that are serving alcohol, as licensed by the OLCC
- Not following the direction of group facilitators, volunteers or staff
- Running, skating, rollerblading, using wheeled tennis shoes, skateboarding, or otherwise obstructing or interfering with the free flow of pedestrian traffic.
- Throwing, discarding or depositing any paper, glass, or other matter of any kind except in designated receptacles
- Bringing animals onto Brave Space property, with the exception of service animals in the company of, and trained to assist, people with disabilities or mental illness
- Sleeping on Brave Space or building premises
- Leaving unattended personal belongings or possessions without prior authorization from Brave Space
- Using Brave Space facilities for activities other than their intended purpose

### **PROHIBITED BEHAVIOR**

Engaging in the following behaviors will result in being asked to leave Brave Space,



and may result in being banned from the space:

- Possession, sale, or use of illegal substances
- Possession or use of weapons (i.e. knives, guns or any item deemed by staff, group leaders and volunteers as a weapon)
- Sexual activity
- Sexual harassment or inappropriate touching
- Theft
- Vandalism
- Assembling for the purpose of disturbing the public peace
- Committing any unlawful act
- Fighting or in any way creating a disturbance that is disruptive or dangerous to others of the business activities of Brave Space
- Physically or verbally threatening or harassing any person in any way
- Using sexually explicit or profane language, obscene gestures, or racial, religious or ethnic slurs
- Defacing, damaging or destroying Brave Space property
- Any behavior that endangers the safety of any individual or group
- Distribution of alcohol, tobacco or drugs to minors

### **Pledge of Non-Discrimination**

In consideration of the provision of space at Brave Space, I represent and affirm that our group is non-discriminatory, and does and will treat all individuals and groups equally without regard to actual or perceived class & financial ability; race; creed; color; national origin; religious background or affiliation; gender; gender expression or gender identity; sex; sexual orientation & sexual identity; pregnancy; age; height or weight; immigration status; past, present or future disability or condition, including physical (e.g. HIV/AIDS, auditory abilities, physical abilities), intellectual (e.g. learning & thinking abilities), or psychiatric (e.g. PTSD, anxiety & mood disorders); veteran or military status, marital or partnership status, or any other protected status in accordance with federal, state or local laws.

We 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.

I understand Brave Space 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.



**Signatures**

\_\_\_\_\_  
Event Name or Organization (Renting)

\_\_\_\_\_  
Representative Printed Name

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Date

**Brave Space, LLC**  
Organization (Renter)

\_\_\_\_\_  
Representative Printed Name

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Date