

PROGRAMMING & RENTALS COMMITTEE CHARTER

Working Group / Admin Committee Name: Programming & Rentals Committee

Contact Information: ridgewoodcommonsny@gmail.com

Date Charter Ratified:

CONNECTION STATEMENT

The Programming & Rentals Committee curates and facilitates events in Ridgewood Commons that uphold our collective values and (particularly with rentals) sustain the space financially.

Programming: We organize and support public-facing events such as political education, activist trainings, arts and crafts workshops, film screenings, and research discussions. Our priority is to ensure a regular rhythm of accessible community events, while also responding to politically urgent opportunities when they arise.

Rentals: We facilitate rentals of the space to generate income for overhead expenses. Rentals include private social gatherings and ticketed public events organized by outside groups. Public-facing rentals will be shared with our community if they align with our points of unity (e.g., independent film premieres, journal launches). The committee also coordinates co-working during weekdays, unless co-workers form their own working group in the future.

POWERS & RIGHTS

♥The committee has autonomy to maintain ongoing programming (currently: Monday yoga, bi-monthly arts workshops, Wednesday film screenings, and Sunday research group discussions). We also determine when new proposals exceed the space's capacity.

♥The committee ensures that outside programming and rentals remain compliant with our 501(c)(3) status.

♥The committee has the authority to rent out the space during unused hours, grant key code access, and rearrange the space to suit renters.

♥We may decline rental requests if:

- The contribution is insufficient relative to the work required
- The event poses liability risks for leaseholders
- The proposed use conflicts with our values or compliance obligations

♥While operating in financial deficit, rentals may take priority over new (non-standard) programming requests.

RESPONSIBILITIES & LIABILITY

♥Maintain a public calendar and ensure programming is accessible to members and the wider community; include rental block times and maintain information on rentals (e.g. contact info)

internally

♥Communicate decisions to approve or deny outside programming requests in appropriate channels.

♥Assign a point person for each public event to handle setup, breakdown, and event stewardship. Conduct walk-throughs, provide key code access, and ensure renters return the space to proper condition.

♥Safeguard and report any donations collected during events to the Finance Committee.

♥Manage advertising of the rental program and maintain rental procedures/forms.

♥Secure waivers, MOUs, or Hold Harmless agreements as needed.

♥Ensure coworker access during standard hours (8am-5pm, Monday-Friday).

♥Furnish the space to meet needs of coworkers and rental parties, sharing MOUs that define stewardship expectations.

♥Steward the overall balance between public programming, private rentals, and coworking so that Ridgewood Commons remains vibrant, accessible, and financially sustainable.

♥Report to the SpokesCouncil on finances, scheduling, and accessibility as part of collective accountability.

Ratified:

