

RENTAL COMMITTEE CHARTER

Working Group / Admin Committee Name: Rental Committee

Contact Information: ridgewoodcommonsny@gmail.com

Date Charter Ratified:

CONNECTION STATEMENT

The Rental Committee aims to facilitate rentals for the space to generate income to pay for overhead expenses. Rentals include both private social events and ticketed public events organized by individuals or groups outside of the Ridgewood Commons collective. We will publicize the latter if they are of general interest and align with our points of unity (independent film premieres, journal launches, etc.). The Rental Committee will also be responsible for coordinating and overseeing co-working, though this is subject to change if individual co-workers decide to form a working group.

POWERS & RIGHTS

The Rental Committee has the power to rent out the space for any hours that it's not in use for public programming or working group activities that require full use of the space. It has the power to grant key code access and rearrange the space according to the needs and desires of the groups and individuals requesting rental access. It also has the power to turn down a rental opportunity if we think the groups or individuals making the request aren't providing a sufficient amount of money to make the endeavor worthwhile or are engaging in activities that pose too high of a liability risk for leaseholders. Rentals will take priority over requested non-standard programming while we are operating in a financial deficit.

RESPONSIBILITIES & LIABILITY

Our accountability will include making all rentals accessible to Ridgewood Commons collective members on an internal calendar. We also have the responsibility of providing walk-throughs for interested parties, giving key code access, and making sure someone on the committee (or a designated point person) ensures the space is properly arranged for the party renting the space, as well as cleaning and restoring the space to its original condition afterward. The rental committee has the responsibility to advertise our space and share the rental form. It has a responsibility to onboard interested Ridgewood Commons members by sharing our documents and procedures. The Rental Committee also has the responsibility to produce signatures for any combination of waivers, MOUs, or Hold Harmless agreements that are deemed necessary for the rental. The Rental Committee is also responsible for ensuring accessibility of the space to co-workers during regular working hours (8am-5pm, Monday-Friday). The Rental Committee is also responsible for furnishing the space according to the needs of both the co-workers and other rental parties. We will share MOUs with both co-workers and other rental parties that outline collective stewardship expectations.

Ratified:

