How to Reserve the NNN Community Space!

1. Pick up or print out a copy of the Community Space Reservation Form, and the Policies and Procedures from the NNN Offices at 1007 Portage Ave, South Bend, IN 46616 or online at www.nearnorthwest.com

2. Read the Policies and Procedures.

3. If in agreement with the Policies and Procedures, please fill out a Reservation Form minimum ten (10) working days prior to the proposed event, and return to the NNN Offices at 1007 Portage Ave, South Bend, IN 46616 or email to nnnassistant@sbcglobal.net

4. Once Reservation Form is fully completed and received, any appropriate fees, scheduling conflicts, or concerns will be determined by the Director and Staff. This information will be communicated to the Proposed User prior to signing an agreement.

5. The NNN will prepare a written agreement (form is attached for review). Proposed User and NNN Director or their designated proxy must sign the written agreement before the Space Use is to be considered to be “granted” to the User. Prior to signature, the space shall be reserved, but use not allowed until a signed written agreement is attained.

6. Once a signed written agreement is attained; User shall be instructed in how that space shall be accessed and secured after the use.

7. Enjoy the space!
Near Northwest Neighborhood, Inc.
Community Space Use
Reservation Form

User Name: ____________________________

User Representative: ________________________

Address: ____________________________

Phone: ____________________________ E-mail: ____________________________

Date or Dates Requested: ______ Time or Times Requested: ______

Anticipated Size of Group or Event Attendance:

Will the User Require Special Set-Up? ☐ Yes ☐ No

*NOTE: If the room requires special set-up, please note that your group is responsible for this. You MUST arrive at least a half hour before your scheduled meeting time to set-up.

Will the User be serving food and/or drink? ☐ Yes ☐ No

Number of tables and chairs required? ______

I have received and read the Near Northwest Neighborhood, Inc. Community Space Policies and Procedures, and believe that this event meets all requirements.
I understand that fees may apply to this event, and all fees and restrictions shall be mutually agreed upon in a signed written agreement prior to full reservation of the space.

Signed Name: ____________________________ Date: ____________________________

Printed Name: ____________________________

Please return form to the NNN Offices at 1007 Portage Ave, South Bend, IN 46616 or email to nnnassistant@sbcglobal.net

NNN Equipment Available to Borrow:
- Digital Projector and required cables (laptop computer is not included) – the NNN does NOT have a screen
- Three easels
- 30 cup coffee maker
- 60 cup coffee maker
- The NNN does NOT have a television
Available Facilities

The Near Northwest Neighborhood, Inc. (NNN) has two available Community Spaces:

- **1013 Portage Ave** (2,600 s.f.; capacity 175 seated; Kitchen facilities)
- **1005 Portage Ave** (800 s.f.; capacity 50 seated)

Time of Use

NNN Community Spaces are available for use Mondays through Saturdays from 9:00 a.m. until 10:00 p.m. No meetings may be held on Sundays unless special permission is given.

Reservations

Reservations may be made by emailing nnnassistant@sbcglobal.net or calling 574/232-9182. A reservation form must be filled out by the user and returned to the NNN. If available, the Community Space shall be tentatively reserved until reservation is confirmed once a signed agreement form has been received at the NNN office.

Requests to reserve the Community Spaces must be made ten (10) working days prior to the date of intended use. The User must cancel or amend reservations as soon as possible if plans are changed. Failure to cancel or amend reservations 24 hours prior to the event or activity may result in forfeiture of any fees.

All persons responsible for using the Community Space must be 21 years of age or older. Person under the age of 21 must be accompanied by a responsible person 21 years or age or older.

Access

Community Space access instructions will be given at the time a signed agreement form has been received. The User Contact must come to the NNN Offices during regular business hours to receive Access instructions at least 24 hours prior to the use of the space.

General Provisions

1. Tables, chairs and all equipment may not be removed from the Community Space.
2. The Community Space and all NNN buildings are non-smoking facilities.
3. Users may not charge for use of the Community Space without prior written authorization from the NNN. Please refer to Community Space Use Agreement.

Priority of Facility Use

Priority in the availability of the Community Spaces is as follows:

1. NNN use for Community events, Committee Meetings, and Business Use
2. NNN sponsored classes or events
3. Approved partner organizations and programs of the NNN
4. All other groups outside of NNN use (See Policies and Procedures for non-NNN groups.)
The NNN reserves the right to approve use of the Community Space. Community space reservations shall be assigned on a “first come, first served” basis.

**Building Rules and Regulations**
These rules and regulations apply to all who use the Community Space and the NNN facilities.

1. The Community Spaces and the NNN facilities are to be left as they were found (lights, trash, floors, tables and chairs, kitchen, etc.)
2. All trash, including that from the kitchen and restrooms, must be placed in the dumpster outside.
3. All trash accumulation from User’s event in the parking area(s) must be cleaned up and placed in the dumpster.
4. The NNN will provide trash bags.
5. The NNN will provide cleaning supplies (cleaners, paper towels, mop and rags) for User to use for cleaning.
6. User may be invoiced for repair of damages caused by User.
7. All damages to the premises or property of the NNN must be reported to the NNN immediately. The user is responsible for all damages to the facility incurred during the usage of the space, and for any extra clean-up charges. Charges to facilities will be billed following inspection by the Director, and all damage shall be documented.
8. No item or paper shall be affixed to walls, ceilings, floors, doors, or furniture either indoors or outdoors without written permission from the Director. The request shall be submitted with the Request Form.
9. If facilities are not left as they were found, maintenance and/or repair cost for cleanup and/or repair may be invoiced to User.
10. It is User’s responsibility to insure there is no loud or offensive conduct.
11. The NNN is in no way responsible for any injury, theft, or damage that may occur during or from the use of the Community Space.
12. The capacity of the facility may not be exceeded.
13. Serving of food and beverages must be acknowledged on the Request Form and approved by the Director. Users are responsible for providing their own equipment, utensils, paper products, tablecloths, and all other serving dishes.
14. The use of glitter, confetti, candles, or similar items is prohibited.
15. The NNN does not provide any office services, equipment, or supplies including but not limited to fax, telephone, copy machine, or computer use.

**Fees for Staffing/ Event Staff:**
The decision to allow use of the NNN Community Space facilities rests with the NNN Staff and is guided by the policies of the Board of Directors. Staff of the NNN will not be available to the User outside of any set-up or communication as indicated in the Policies and Procedures. The Director may determine that an event requires Event Staff in order to ensure the proper use of facilities. Event staff shall not be considered to be working staff for the event unless prior arrangements have been made. If staff is required, the NNN will provide one (1) staff member, at an hourly rate of $20/hour for the time period of 30 minutes before the event start time to thirty minutes after the end of the event, payable at the time the rental agreement is received. Staff fee is refundable in the case of event cancellation, if given 24 hour minimum notice. If the event is cancelled within 24 hours of the event timing, Staff fee shall be non-refundable.
Policies and Procedures for Non-NNN or Non-NNN Sponsored Groups
Groups outside the NNN may use the facilities of the NNN when the use is consistent with the mission of the NNN. All events must be free and open to all members of the public, unless arranged with the NNN Director and prior written authorization by the NNN. Any use of the NNN name or logo must be approved by the NNN director prior to publication.

The Community Spaces are open to non-profit and non-commercial groups engaged in educational, cultural, intellectual, or charitable activities. The Community spaces are not available for partisan political meetings, religious services, or private social functions.

Requests for the use of NNN facilities should be directed to the NNN Director by completing the Request Form. The evaluation of appropriateness to the NNN of a particular use shall be based on the following criteria:

1. Relevance to the mission of the NNN
2. Availability of suitable space and needs of the space for NNN and NNN sponsored events
3. Value of the activity in furthering the development and enrichment of our community
4. Enhancement of the quality of life of people in our community

The NNN reserves the right to accept or reject requests for any reason without cause or explanation. Approval to use NNN facilities does not imply endorsement by the NNN.

The NNN reserves the right to distribute information, when appropriate, about the NNN or related programs to individuals attending any event within NNN facilities.

Fees for Non-NNN or Non-NNN Sponsored Groups
Facility fees may apply for Non-NNN or Non-NNN Sponsored Groups. These fees are intended to assist with the personnel cost of setup, tear down, cleaning, and utilities. Facility fees will include the time necessary for staff to complete these tasks prior to and following the scheduled event. Additional fees may be charged for required Event Staff and/or excessive damage to the facility.

Non-NNN related and other events may require a cleaning fee of $25.00, payable at the time the rental agreement is received. Cleaning fee requirements are determined by the Executive Director of the NNN. Cleaning fee is refundable in the case of event cancellation.

Ticketing/ Instructor Fees/ Donations
If an event hosted within the NNN Community Space charges a ticket or admission fee, collects donations, or requests an admittance or instructor fee, all proceeds will go to the NNN unless otherwise agreed upon. Agreement must be written and signed by all parties.
This **Community Space Use Agreement** made and entered into by and between the **Near Northwest Neighborhood, Inc. (NNN)**, an Indiana community development corporation, of South Bend, Indiana, and *(Name of User, Individual or Group)*, here in after referred to as the User, do now hereby agree to the following:

**Use of Premises:** That the NNN does hereby agree to allow User to use the Near Northwest Neighborhood Community Space located at:

- ☐ **1013 Portage Avenue** (2,600 s.f.; capacity 175 seated; Kitchen facilities)
- ☐ **1005 Portage Avenue** (800 s.f.; capacity 50 seated)

on the date of *(choose date)* from the hour of *(start time)* to the hour of *(end time)* on said date.

The use of the space shall be recurring: ☐ Yes ☐ No

If yes, the terms of recurrence are as follows: *(Day or Days of the week and start and end date)*

**Use:** Said premises are agreed to be used by User per the terms of this agreement. A copy of the Policies and Procedures for use of the Community Space has been given to the User and User agrees to the terms stated.

**Parking:** The NNN provides two parking lots, one at the side of the building (adjacent to 1013) and one across Portage Ave. Both parking lots are available during the Use of the Community Space.

**Clean up:** User agrees to cleanup and restore the premises to the same condition as when possession was obtained no later than four (4) hours following the use of the premises by the User under the terms of this agreement.

Non-NNN related and other events may require a cleaning fee of $25.00, payable at the time the rental agreement is received. Cleaning fee requirements are determined by the Executive Director of the NNN. Cleaning fee is refundable in the case of event cancellation.

☐ This event requires a $25.00 cleaning fee *(to be initialed by Executive Director)*

☐ User has paid cleaning fee of $25.00 at the time of receipt of use agreement *(to be initialed by NNN staff)*

**Staffing/ Event Staff:** The decision to allow use of the NNN Community Space facilities rests with the NNN Staff and is guided by the policies of the Board of Directors. Staff of the NNN will not be available to the User outside of any set-up or communication as indicated in the Policies and Procedures. The Director may determine that an event requires Event Staff in order to ensure the proper use of facilities. Event staff shall not be considered to be working staff for the event unless prior arrangements have been made. If staff is required, the NNN will provide one (1) staff member, at an hourly rate of $20/hour
for the time period of 30 minutes before the event start time to thirty minutes after the end of the event, payable at the time the rental agreement is received. Staff fee is refundable in the case of event cancellation, if given 24 hour minimum notice. If the event is cancelled within 24 hours of the event timing, Staff fee shall be non-refundable.

☐ This event requires Event Staff for (amount) hours at $20/hour (to be initialed by Executive Director) for a total fee of $ (amount)

☐ User has paid Staff fee of $(amount) at the time of receipt of use agreement (to be initialed by NNN staff)

**Facility Fee**: Facility fees may apply for Non-NNN or Non-NNN Sponsored Groups. These fees are intended to assist with the personnel cost of setup, tear down, cleaning, and utilities. Facility fees will include the time necessary for staff to complete these tasks prior to and following the scheduled event. Additional fees may be charged for required Event Staff and/or excessive damage to the facility.

☐ This event requires a Facility Fee of $ (amount) (to be initialed by Executive Director)

☐ User has paid Facility fee of $(amount) at the time of receipt of use agreement (to be initialed by NNN staff)

**Ticketing/Instructor Fees/Donations**: If an event hosted within the NNN Community Space charges a ticket or admission fee, collects donations, or requests an admittance or instructor fee, all proceeds will go to the NNN unless otherwise agreed upon. Agreement must be written and signed by all parties.

**Alcoholic Beverages**: Alcohol will generally not be allowed within the Community Space. Users can request an exception and may be granted authorization to have alcohol within the Community Space with written approval of the NNN Board of Directors. The NNN Board of Directors reserves the right to approve or deny this request at its sole discretion. If User is granted authorization to have alcohol within the Community Space, the NNN, its Board of Directors, and all employees of the NNN are in no way responsible for the actions or outcomes associated with alcohol being present within the Community Space. User accepts full responsibility for any actions or outcomes associated with alcohol being present within the Community Space, the NNN parking areas or any adjacent properties.

**Report and Payment of Damages**: The User will itemize in writing and will report to NNN any damage caused to the premises or the personal property of the NNN during the term of this agreement, and the User will pay for repair of such damages whether said damages were caused by User, it’s invitees or permittees or others during Users use of the Community Space. For the purposes of this Agreement, an invitee is any person who has attended the User’s function either by express or implied invitation, and a permittee is one who although may not have been invited to attend the function of User, does in fact attend and is permitted to remain in attendance, at least until after damage occurs.

**Lawful Purposes**: That the User agrees that the Community Space premises shall not be used or permitted to be used for any unlawful purpose and no violation of law or ordinance shall be committed thereon. No animals will be permitted on the leased premises without the express written consent of the NNN. The User shall also comply with all reasonable rules and regulations which may be adapted
from time to time by the NNN for the protection of the premises and personal property of the NNN, and for the welfare of the NNN, the User and the User’s invitees and permittees.

**Covenants of the User:** That the NNN covenants and agrees that the User shall peaceably occupy and enjoy the premises during the term of use without hindrance, and the NNN agrees to pay for utilities serving the Community Space. The NNN shall have access to the Community Space during the term of use at all times for the purposes of maintenance and emergency repairs.

**Indemnification:** That the User shall indemnify and save the NNN harmless for all liability to any person for damages and claims for damage to persons or property resulting from any acts done within the Community Space or the NNN premises by the User or any other person coming or being within the Community Space or the NNN premises by the invitation or license of the User, expressed or implied.

**Additional Use:** That in the event that the User should continue to use the Community Space or the NNN premises for longer than the term as set forth herein, the terms of this agreement shall apply and be enforced.

**Binding Effect:** That this Agreement shall be binding upon the parties, their respective administrators, executors, heirs, devisees, successors in interest and assigns.

IN WITNESS WHEREOF, the NNN and the User have hereunto executed this Agreement in duplicate this __________ (day) day of __________ (month), __________ (year)

Near Northwest Neighborhood, Inc.

By: ________________________________

User

(User Name; Contact Person) (Contact Phone Number)
User Name Printed Phone Number

__________________________________________
User Signature

Policies and Procedures Received and accepted by User (User Initials)__________

__________________________________________
NNN Use Only

Added to Calendar _____