



**External Agency - The New Common Usage Agreement**

# The New Common Usage Agreement

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## 1. Purpose of the agreement

This policy fulfills the purpose of outlining:

- The appropriate usage of The New Common (NC) space
  - Who can use the space
  - How to reserve the space
  - When the space can be used
  - How to properly care for the space/guidelines on usage
  - How to organize the space
  - Non-taxable donations recommended for sustainability of the space
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## 2. Vision

Together, for the common good of St James Town.

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## 3. Purpose of The New Common space

The New Common *is a space* for the community of St James Town. The name was chosen to best communicate what we hope will happen in the space—people working together for the common good of everyone living in the community. This points to how The New Common *is also an approach* to living as a community. This approach is characterized by collaboration, empowerment, diversity, creativity, and relationships.

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## 4. Philosophy of practice

The NC operates using domain engagement and asset-based community development (ABCD) frameworks. Users of the space must commit to these frameworks.

### **Domain engagement framework**

Society is comprised of various domains: Communication, Economics, Agriculture, Health, Governance, Education, Science and Technology, and Social Work. Transforming each of these domains of society, would in effect transform society as a whole.

### **Asset-based Community Development (ABCD) framework**

Conventionally, community development has centred around focusing on the shortcomings of certain groups of people experiencing social injustices and deciding what is best for these people. This approach strips the dignity and worth of people, limits their autonomy, and perpetuates stereotypes that depict them as deficient. Conversely, an interactional model of community development highlights the strengths of these groups. Trinity Life Church, who sponsors the New Common space, seeks to partner alongside these groups in order to discover their needs so that we can collaborate in creating solutions. This model thus promotes the dignity and worth of these groups, their autonomy, and dismantles negative stereotypes.

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## **5. The approval process for activities to be hosted in The NC space**

The activities in the NC space are governed by the NC team, who will review, authorize and coordinate any usage. Before activities or programs commence in The NC space, the user must complete an application that will be submitted to The NC team for approval. The application can be found at [www.thenewcommon.org](http://www.thenewcommon.org)

The NC team will approve on the basis of:

- The intent of the use of the space - a description of what the space will be used for
- The timing of use - specifications of the date or days of the week, time, duration and frequency (if more than once) when the space is being requested
- The users of the space - an outline of who will be using the space, including the designation of a person responsible during the usage time, and approximately how many people are expected
- The arrangement of the space - details on which room(s) will be used, how many tables, chairs, etc... are needed and how it is being requested to be arranged.
- Availability of volunteer from Trinity Life Church (see Partnership below)

The application serves two purposes: (1) to provide an assessment method to ensure the program/activity is in line with The NC's vision and philosophy of practice and (2) to keep a record of the usage and scheduling of The NC. Applications must be submitted at least one month prior to intended use in order to be considered.

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## **6. Partnership**

For the New Common, partnership means more than providing a space for organizations to host events and programming, a key factor in partnership is linking volunteers from Trinity

Life Church that can support your organization's goal to better St James Town. Thus, a key condition of being approved in availability of at least one volunteer from Trinity Life Church to host and participate in your event.

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## 7. Usage guidelines

- A) The NC space must have at least one Trinity Life Church member present during all activities, programs and events.
  - B) Any activities must involve or be related to interaction with individuals from the SJT community.
  - C) Activities should aim to promote development through domain engagement. Activities of relief or rehabilitation may occur for specific purposes on an exception basis.
  - D) Activities within The NC must comply with the terms specified by building management.
  - E) Any program or activity will be approved by The NC team to be hosted in the space for up to 8 months at a time, as determined between the user and the NC team.
  - F) Should cancellation of the space usage be required by the NC team, the users will be given two weeks written notice.
  - G) Agencies must provide a minimum of 48 hours for cancelling the time they booked to use the space. Please email [info@thenewcomon.org](mailto:info@thenewcomon.org) to request a cancellation. An organization that gives less notice, or is not present for the time they booked on two occasions will be forfeiting the use of the space for 60 days. The justification for this policy is twofold. Namely, a facility for social service programming for the residents of St James Town is scarce and potentially other organizations may use the New Common space to run their activity during the cancelled time. Additionally, as Trinity Life Church provides volunteers for every event that occurs in the New Common space, it would be essential to communicate cancellations to these volunteers in advance.
  - H) Shared usage of the space by the community requires shared responsibility for maintaining the space's cleanliness. It is expected that users will leave the space how they found it, including but not limited to, returning furniture to its place, any dishes or coffee/tea supplies used cleaned and returned, garbage removed (see TLC host for more details on garbage removal), obvious dirt/mess tidied. Please do not leave any items used for your event behind, including personal belongings and food/beverages. The New Common Team reserves the right to discard/donate items left behind.
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## 8. Indemnity Agreement

By using and/or renting the New Common space, you agree to release, hold harmless and indemnify Trinity Life Church from any and all liability, costs or other claims resulting from

any and all claims originating as a result of the User's use of the premises, equipment or any and all other facilities provided by Trinity Life Church for the User.

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## 9. Non-Taxable Received Donation

The NC Space requires a significant amount of maintenance and administration and we encourage users of the space to make a donation towards preserving the New Common as a community space for St James Town.

### **Requested Donation Amounts:**

#### **Entire space** (Main space + Office)

This is ideal for larger group programming and events such as youth programs, workshops, seniors groups, etc.

Volunteer-run organizations (no-paid individuals): \$35 per hour

Non-profit organizations: \$50 per hour

For-profit organizations: \$100 per hour

#### **Office space**

This is ideal for smaller group gatherings such as team meetings, board meetings, counselling.

Volunteer-run organizations (no-paid individuals): \$15 per hour

Non-profit organizations: \$25 per hour

For profit organizations: \$40 per hour

Please make cheques payable to "The New Common." If paying with cash, please place payment in a clearly marked envelope including, name of organization, date and amount. Donations may be mailed to the New Common [4B-225 Wellesley St. E, Toronto ON, M4X 1X8] or placed directly in the mailbox at the front door.

I \_\_\_\_\_ <print name>, the user, understands and will adhere to this agreement.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix**

The following are definitions of individuals or groups mentioned in the above document and their role in the NC usage process:

*User* - The individual applying to use the NC space. This individual will be responsible for (i) ensuring that space will be treated with the utmost care, which includes leaving the NC space at least as clean as it was given to them. (ii) The user takes responsibility for damages caused during the event they are hosting.

*Domain Engagement Facilitators* - Individuals acting as coordinators for each domain. These individuals are responsible for supporting users and promoting the vision, philosophy of practice of the NC space. Furthermore, they are the liaison between the user and the New Common team.

*The New Common Team*- a small group of individuals managing decisions about the New Common space.

Host— a volunteer from Trinity Life Church