



External Usage Agreement

The New Common Usage Agreement

1. Purpose of the agreement

- 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
 - How to organize the space
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2. Vision

Together, for the common good of St James Town.

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 relationship.

4. Philosophy of Practice

The NC operates using domain engagement and asset-based community development (ABCD) frameworks. Users of the space collaborate according 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.

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 at info@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 our organization (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 two weeks prior to intended use in order to be considered.

6. Partnership

For the New Common, partnership means more than providing a space for an organization to host events and programming, a key factor in partnership is linking volunteers from our organization that can support your organization's goal to better St James Town. Thus a key condition of being approved is availability of at least one volunteer from our organization to host, participate, and collaborate in your event.

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 the notice.
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8. Usage Fee Structure

All fees goes to preserving The New Common as a community space for St James Town.

Main Space (including kitchen and bench area)

Volunteer-run organizations (no paid individuals): Maintenance fee (\$30 per use)

Non-profit organizations: Maintenance fee + \$30 per hour

For profit organizations: Maintenance fee + \$75 per hour

Back Room

Volunteer-run organizations (no-paid individuals): Maintenance fee (\$15 per use)

Non-profit organizations: Maintenance fee + \$15 per hour

For-profit organizations: Maintenance fee + \$35 per hour

Entire space

Volunteer-run organizations (no-paid individuals): Maintenance fee (\$40 per use)

Non-profit organizations: Maintenance fee + \$50 per hour

For-profit organizations: Maintenance fee + \$100 per hour

Please make cheques payable to “Trinity Life Church” in the memo note “The New Common.” The cheque may be given to individuals from Trinity Life Church hosting your event.

I _____<print name>, the User, understand 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.

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