

## **BASE Social Centre: Room Users Agreement (revised January 2023)**

### **1. Facilities available:**

- Kitchen, café space & events room – for cooking and serving meals for up to 50 people seated at tables.
- Café space – seats up to 25 people for meetings & cafes.
- Events room – seats up to 25 people for cafes / 35 people for meetings & film nights.
- Resources room – seats up to 12 people.
- Library – seats up to 10 people. Not available for meetings during cafe times.
- Health room – seats up to 6 people.
- Use of kitchen and/or cooking equipment for external catering.
- Free reading/lending Library, and free Wi-Fi throughout the building.
- Film projector & screen – can only be used with prior agreement.
- Tea & coffee making facilities are available to all in the café serving area (50p a cup).
- Gender neutral toilets, one accessible on ground floor, and 2 upstairs on 1<sup>st</sup> floor

### **2. Cost of hire of facilities**

BASE charges for the use of facilities in order to cover our running costs, utility bills, and wear & tear.

Whilst each request for use is considered separately, we require:

**A. Payment for room use** of £5-£10 per hour for any room; **except kitchen** which due to increased energy costs is now £10 minimum per hour for non-BASE cooking.

**OR B. Labour contribution** of running one Sunday cafe and one clean of BASE every 2 months (unless agreed otherwise with BASE).

If you really cannot afford the basic room hire of £5 minimum per hour please contact us first via email. Note that we welcome & expect people to pay more than £10 per hour if they can afford it. Thanks.

**Important** - for requests to hold **Benefit Cafes or Events**, and/or **Film Nights**, please **Contact Us first directly by email** to discuss your event & the space(s) required.

Note that use of the Library, and Wi-Fi, is free...but donations are always welcomed.

### **3. Use of the facilities**

- Read and understand the **BASE Anti-Oppression/Safer Space Statement** (on page 3).
- It's okay to accept donations for your event, but no one should be refused due to lack of funds.
- **Payments for room use are in advance** (details will be sent to you); OR failing that - put in a marked, dated envelope & put through letterbox in the office door upstairs on day of your event.
- **All initial bookings** are made via our [online Booking Form](#), where you can also request repeat bookings (if for some reason you cannot use the online form then email us!).
- **When you leave** please stack away chairs & tables as appropriate, turn off lights & electrical equipment, remove all possessions and rubbish, wash up any cups etc.
- Ensure external doors are kept closed at all times.
- Do not allow anyone into the building who is not attending your event or another event at the same time (note that all of BASE's Co-op members and some volunteers have their own keys to gain access to the building).
- In the event of a problem, liaise with one of BASE's Co-op members – phone numbers are by the café door.
- In the event a problem cannot be resolved on the spot, or if you have a subsequent complaint, please do write or email with the full details.
- **Where the user has been given a set of keys to lock up**, they should ensure all doors front & back, and all windows are securely closed/locked; all lights & equipment switched off in building; CH/HW switched back to timer if it has been changed; and nobody has been left in the locked building!

*(continues over page)*

**Please Make your booking request via our [online Booking Form](#) at least 5 days before your event.**

**OR** email - [basesocialcentre\[at\]riseup.net](mailto:basesocialcentre[at]riseup.net) with form below & other info!

<https://basebristol.org>

**Below you will find:**

- A. Requests For Room Use Form (if you are unable to use the website's Online Booking Form).
- B. BASE Anti-Oppression / Safer Space Statement.

**A. Requests For Room Use – use our new [online Booking Form](#) or failing that please complete form below & return to BASE by email to [basesocialcentre\[at\]riseup.net](mailto:basesocialcentre[at]riseup.net)**

Date & times of requested room use:

Type of event, room(s) and/or facilities required:

Please circle your preferred option:

A. Payment for room use

**or** B. Labour contribution for room use

Name of user group / collective / campaign group / individual:

Email and phone contact details:

Any relevant website ie for your campaign etc:

Your Name and Signature (individual or group / collective member):

Date:

Signature (BASE member):

*(continues over page)*

## **B. BASE Anti-Oppression / Safer Space Statement**

This is a policy written by people involved in BASE about how we want to interact with each other. It is [on our website here](#).

**We want BASE to be a place where:**

- we enable one another to feel welcome, safe and respected;
- class, gender, race, sexual orientation, physical ability, educational background or other difference between us is accepted as just that: a difference;
- we work together to make things more equal, recognising that this society gives some groups unfair advantages or power;
- no one is belittled, spoken down to, silenced, negatively pre-judged or otherwise oppressed on account of their differences;
- we accept that we may be challenged if others feel we are not living by this agreement;
- we tackle oppression when we experience or witness it;
- we make time to build stronger communities and networks, even when this feels difficult;
- no one is abused, psychologically or physically;
- and anyone who feels unsafe, oppressed or abused in any way, feels confident to challenge it and/or or to seek support knowing that they will be treated seriously, with care and compassion;

**This is a policy that everyone who uses BASE agrees to live by.** If you feel that something is missing, or that someone has broken this policy, please contact **basesocialcentre[at]riseup.net**

We have an [Accountability and Conflict Resolution Process](#) that we are happy to facilitate with your guidance.