



# democracy center

## 21st century meeting house

### Democracy Center Meetinghouse Mission, Guidelines, and Procedures

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#### Mission

By offering affordable space and logistical resources to organizers, activists, creatives, and neighbors, particularly those with little or no budget, the Democracy Center's Meetinghouse Program supports vibrant community organizing and community building toward a more sustainable, just, connected, expressive and equitable world.

#### The Meetinghouse

- **The Meetinghouse Program** covers the ground level of the Democracy Center. This includes the four rentable rooms and access to common spaces (e.g., bathroom) in the center. On a case-by-case basis, it can include the Democracy Center Coordinator's assistance in planning events.
- **Community Organizing and Community Building** - the Meetinghouse Program explicitly promotes and supports people and projects aimed at bringing about a more sustainable, just, connected, expressive and equitable world. We encourage un(der)funded progressive organizations to use the space.
- **Inclusion and Partnership** - We specifically encourage LGBTQIA2&+ people, people of color, women, neurodivergent folks, poor and working class people, undocumented immigrants, formerly incarcerated people, and youth to use our space to grow their movements. We do not and shall not discriminate on the basis of race, color, religion (creed), gender, gender identity, gender expression, age, national origin (ancestry), immigration status, education, disability, marital status, sexual orientation, housing status, prior conviction record, or military status.
  - Unfortunately, the Democracy Center is not wheelchair accessible and all entrances have 5-6 steps; we also do not have air conditioning. We recognize our inaccessibility impedes our ability to fulfill our mission and are actively working on solutions.
- **Our work** to support community organizing and community building means that we are explicitly a working and building space for progressive movements. We do not host personal, private social functions (e.g., birthday parties). Event requests are evaluated by the Democracy Center Coordinator for how well they align with the Meetinghouse Program's mission.



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### Guidelines

- The Democracy Center coordinator exercises sole discretion on decisions about event bookings. We welcome events and organizations from a wide ecosystem of approach and understanding while striving to maintain an atmosphere of accountable community, where traditionally marginalized people can thrive.
- In terms of maintaining a healthier and safer space for everyone, event organizers take primary responsibility for what happens at their events. Problems, abuses, and conflicts should be reported to the Democracy Center Coordinator, who may facilitate, support, or intervene as needed.
- At our heart, the Meetinghouse Program strives to create a community center atmosphere: honesty, transparency, collaboration, communication, grace, and flexibility from all parties make our work more successful and nourishing.

### Booking Procedures

1. Submit an [event request form](#) through our website.
2. Receive confirmation email from the Democracy Center Coordinator.
3. Complete a one time, 15 minute walkthrough and receive a doorcode from the Democracy Center Coordinator (door codes reset January 1 annually).
4. Hold your event! Clean up, lock up, and donate (within your means) to keep our doors open.

### Further Details

- Recurring event bookings are confirmed from:
  - January 1 - June 30 and July 1 - December 31. E.g., if you schedule a weekly meeting starting in March, the booking is confirmed until June 30.
  - Recurring bookings will be reconfirmed at the end of May and November.
- One-off bookings are taken on a first-come, first-serve basis. Bookings are taken no more than 6 months in advance, except for extraordinary, infrequent/one time events.
- A point person for every event or event series is required to attend a walkthrough in order to confirm the booking and receive a door code. Door codes are reset on January 1 annually.
- All events must be cancelled with 24 hours notice OR by Friday at 4 pm for weekend events. Failure to do so will be taken into account for future bookings.
  - No call/no show or frequent cancellations will be taken into consideration when confirming future bookings, at the discretion of the Democracy Center Coordinator.
- Recurring events, especially more frequent events, should contribute to the community by being flexible with their bookings and communicating proactively with other Meetinghouse Program organizers.



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- The Meetinghouse Program is supported significantly by users like you who make donations on a sliding scale basis. No one is turned away due to inability to make a donation. The suggested rates, per event, are as follows:
  - Malala Yousafzai Library (max 8-10 people): \$10-\$20
  - Cesar Chavez Room (max 12 people): \$10-\$30
  - Rosa Parks room (max 30 people): \$30-\$75
  - Nelson Mandela room (max 60 people): \$50-\$100
  - Rosa Parks + Cesar Chavez: \$40-\$75
  - Nelson Mandela + Rosa Parks: \$75-\$150
  - Entire First Floor (max 150 people): \$100-\$200
- Groups with funding/budgets are encouraged to donate more to support the work of un(der)funded groups that also use the DC.
- There are many ways to contribute to the DC instead of or in addition to monetary donations:
  - Daily, weekly, and seasonal cleaning projects
  - Donations of tea, coffee, art supplies, office supplies, etc.
  - Offering skills trainings to other groups and resident organizations at the DC
  - Intentionally connecting with other groups using the space and groups who could use the space (networking & publicity)
  - And more!

### **Building Rules**

- Share door codes only with other event organizers.
- All groups should include the fact the DC is not wheelchair accessible on all event publicity (emails, flyers, social media, eventbrite, etc.)
- Leave the space as clean as, or cleaner, than you found it.
- Sweep the floor, wash dishes, stack chairs, and put away tables after your event.
- Close and lock windows and draw the blinds at the end of your event.
- Put trash, compost, and recycling in the appropriate bins in the kitchen. If the recycling or trash is full, empty the bin into the dumpsters provided outside.
- Do not leave any food behind after your event.
- No alcohol or smoking in the building or on the grounds.
- Do not use tacks on the walls.
- Return furniture to its original position at the end of your event. When possible, lift and carry furniture rather than dragging it.