

Kebele Community Co-op: Room Users Agreement (revised Jan 2015)

1. Facilities available:

- Kitchen, café space & events room – for cooking and serving meals for up to 50 people seated at tables, more if standing.
- Café space – seats up to 30 people for meetings & cafes.
- Events room – seats up to 45 people for meetings & film nights.
- Resources room – seats up to 15 people.
- Library – seats up to 12 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.
- Internet access in the library & resources room.
- Film projector – can only be used with prior agreement.
- Tea & coffee making facilities are available to all in the café serving area.

2. Cost of facilities

Kebele does not formally charge for the use of facilities, but we do ask for donations to cover our running costs (i.e. utility bills, building maintenance) and wear & tear.

- Whilst each request for use is considered separately, we anticipate:
 - A. Donations for room use of £10 per four hour session for any room, OR
 - B. Labour contribution of running one Sunday cafe and one clean of Kebele every 3 months.
- For benefit cafes & nights it is £15 or 50% of takings, whichever is smaller.
- For kitchen use it is £15 per session in addition to any room cost.
- For film nights please contact a co-op member to discuss.
- Internet access and library use is free, and donations are always welcome.
- Tea/coffee/juice – 50p per drink.

3. Use of the facilities

- Be aware of and read the Kebele Safer Spaces Agreement (on page 2).
- It's okay to accept donations for your event, but no one should be refused due to lack of funds.
- Donations for room use are put in a marked, dated envelope and put through the letterbox in the office door upstairs.
- Although your initial booking will be put in the diary by a co-op member, it is your responsibility to put ongoing regular bookings in the black diary which lives on the top shelf at the top of the stairs.
- 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 Kebele co-op members and some volunteers have their own keys to gain access to the building).
- In the event of a problem, liaise with a Kebele co-op member – 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 us 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; central heating switched back to timer if it has been changed; and nobody has been left in the locked building!

Email - kebelesocialcentre@riseup.net / Web - <http://www.kebelecoop.org> or <https://network23.org/kebele2/>

Requests For Room Use – Please complete below & return to co-op

Date & times of requested room use:

Type of event/rooms required:

Please circle your preferred option: A. Payment for room use or B. Labour contribution for room use

Name of user group / collective:

Email and phone contact:

Signature (group / collective member):

Signature (Kebele co-op member):

Kebele Anti-Oppression / Safer Spaces Agreement

This is an agreement written by people involved in Kebele about how we want to relate to one another within Kebele and more widely as a Kebele Community.

We want Kebele to be an *anti-oppressive space*, this means a space:

- where we enable one another to feel welcome, safe, respected and able to be ourselves in whatever way we see fit;
- where gender, race, sexual orientation, physical ability, educational background or other difference between us is accepted as just that: a difference;
- where no one is belittled, spoken-down to, silenced, negatively pre-judged or otherwise oppressed on account of their differences;
- where we pay attention to the differences between us and the ways that some differences work to privilege some of us in certain contexts;
- where we actively work to minimize the oppressive effects of these privileges through reflection on and modification of the ways we interact,
- where we commit to 'call-out' oppression when we experience or witness it,
- where we accept that we may be 'called out' when others feel we are not living by this agreement - and where we accept such challenges with gratitude, as an opportunity to learn.
- where no one is abused, psychologically or physically;
- and where anyone who feels unsafe, oppressed or abused in any way, feels confident to call it out and/or or to seek support knowing that they will be treated seriously, with care and compassion.

We know that creating anti-oppressive spaces is a long and difficult process. Reflecting on privilege, oppression and modifying the subtle (and not so subtle!) ways we interact takes effort and time. We embark on this journey knowing that we may stumble along the way but commit to keep going because the path leads to a more equal world.

This is the basic agreement that everyone who uses Kebele agrees to live by. If you feel that something is missing, we have a bi-monthly meeting where we welcome your input. If you feel that someone has broken this agreement and you want to talk or take action, please contact **kebelesocialcentre[at]riseup.net**

We have an **Accountability and Conflict Resolution Process** that we are happy to facilitate with your guidance. Read it here - <https://network23.org/kebele2/safer-space/>