

Policy Governing the Use of the Moses Coady/Paulo Freire Education Center

Purpose of the ICC Education Center

The Education Center shall be used for business, educational, training and social activities of the ICC. It shall also be made available to non-profit community organizations and other non-profit groups as a public service of the ICC.

Who Can Use the Building

1. All ICC members (ICC houses, individual members, groups of members, committees and the Board) who are in good standing, ICC Staff and the NASCO Staff.
2. ICC-sponsored groups, that is, a group that is sponsored by an individual living or boarding in the ICC and who is a member of the sponsored group and participating in the scheduled event.
3. A group that is sponsored by the Education Committee.

No individual or group using the building may charge a fee for the event or activity they are presenting.

How to Reserve the Education Center

Members can simply call the ICC Office or email the Education Committee to reserve the Education Center. Approved ICC-sponsored groups can also call the ICC Office to reserve the building, but must fill out an application and leave a damage deposit in the Office.

Any ICC member or any ICC-sponsored group that wishes to use the Education Center on a weekly or monthly basis must get approval for such use from the Education Committee. To obtain approval, a written request must be submitted to the Education Committee providing the individual or group name, reason for using the Education Center and requested day and time.

The Education Committee meets on a weekly basis and at the first meeting after the prospective user's application has been turned in, the Committee shall discuss the application. The prospective user can expect to be notified of the Education Committee's decisions regarding their application within two business days of this meeting.

If a conflict arises between an ICC and ICC or Education Committee-sponsored request for use of the Education Center, the ICC request shall be given preference. The ICC reserves the right to bump any ICC or Education Committee-sponsored group's usage of the building and will try to give at least a two week notice of cancellation.

Required Damage Deposit and User Liability Information

Groups using the Education Center that are made up entirely of ICC Members in good standing are exempt from additional deposits as their shares shall be considered sufficient deposit.

ICC and Education Committee-sponsored groups will advance a damage deposit. The ICC will only accept damage deposits in the form of checks. The damage deposit will be returned to the users within two weeks of their last event upon the return of the building key and verification that no damages or expenses have been incurred to the ICC as a direct result of the group's use of the Education Center. If the approved ICC-sponsored group has permission to use the building on a weekly or monthly basis, however, the deposit will be kept on file for one year. If the group is still

using the Education Center at that time, a new deposit check will be required.

While ICC members who use the building will advance no damage deposit, they nonetheless will be fully responsible for any repairs required as a direct consequence of their use of the Education Center. All other groups will also be fully responsible for any repairs required or damage incurred as a direct consequence of their use of the Education Center. The Education Committee shall reserve the right to determine the amount of the damage deposit and the set base rates can be increased for such activities as very large meetings, extended use of the Education Center (overnight or weekends), parties, receptions and dinner, etc.

Damage Deposit Rates

ICC and Education Committee Sponsored Groups	
Flat rate for building use	\$100
Use per additional day	\$25
Daily food/beverage	\$25
AV Damage Deposit Rates for all AV Equipment users (DVD player, stereo, digital projector)	
1. ICC member groups	Two current ICC Members in good standing each with \$500 in shares to their account must agree (by signing the Education Center request-for-use application) to accept responsibility for the A/V equipment.
2. ICC and Education Committee sponsored groups	Non- refundable AV use fee of \$50. Damage deposit of \$350.

More than two instances of damage by any individual or group will result in revocation of Education Center use privileges.

Keys

Keys to the Education Center shall be available to those person(s) who are scheduled and authorized to use the building. For any group or individual who uses the building, the key may be picked up from the ICC Office during regular business hours. The key may be picked up no earlier than the day before the scheduled event and must be returned within 24 hours after the event. In the case where an event is scheduled for Sunday, the key may be picked up on Friday and returned on Monday. If the event is scheduled for Friday evening or Saturday, the key can be obtained on Friday and returned on Monday. All users must sign out the key.

Scheduling of the Education Center and signing out of the key shall be done by the Director of Education and, when necessary, other staff or ICC house labor. Access keys shall also be held by the ICC President, Education Committee Chair, Director of Education, General Manager, Maintenance Staff and Education Center Custodian.

Care and Upkeep of the Building

Both the Director of Education and the Maintenance Staff will oversee the physical upkeep of the

Education Center. Specific maintenance tasks may be delegated to the appropriate house labor or work crew persons.

Role of the Education Committee

The Education Committee will be responsible for developing, maintaining, evaluating and, if necessary, revising policies regarding the use and care of the Education Center.

Guidelines for Using the Education Center

All policies and operational procedures for using the Education Center will be clearly posted in the building. These will also be printed on the request-for-use application. These policies are as follows:

- No alcohol is allowed in the building.
- No smoking is allowed in the building.
- No candles or incense may be used in the building.
- No shoes are to be worn beyond the front door.
- No loud activities after 10pm Thursdays-Sundays.
- Parking will be limited to one space to the left of the building and one space in front of the building.
- All garbage and food items must be disposed of properly.
- The kitchen area and equipment must be left clean; perishables should not be left in the refrigerator after the event.
- The building must be left secure: this means all windows and doors should be closed and locked.
- At the end of your event, turn off all lights and electronics and observe posted signs regarding thermostats.
- Fire Code regulates that no more than 90 persons shall occupy the Education Center at any given time.

Failure to abide by these guidelines may result in revocation of Education Center use privileges.

Approved by the ICC Board of Directors on 1/23/94
Revised by the ICC Education Committee, April, 2010
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