

Policy Governing the Use of the ICC Education Center

Purpose of the ICC Education Center

The Moses Coady/Paulo Freire Education Center shall be used for business, educational, training and social activities of the ICC. It shall also be made available to other community and nonprofit organizations 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. Community organizations who agree with the terms of use as outlined below and in the online application.
4. **No individual or group using the building may charge a fee for the event or activity they are presenting.**

Space Use Priority

The ICC Board of Directors and ICC standing committees reserve the right to have priority usage of this space over any other group's usage of the building, particularly during their regularly scheduled meetings. They will try to give at least two weeks notice of necessary cancellation and assist in rescheduling another time for any event they "bump". Otherwise, scheduling is maintained on a first-come, first-serve basis.

How to Reserve the Education Center

Prospective users of the ICC Ed Center are requested to complete the online application, either on the ICC web site, <http://www.icc.coop/structure/office/>, or the google form directly, <http://goo.gl/forms/Hkf9IOM2CQ> which shows their agreement to the Terms of Use (below).

The Member Services Dept (MSD), in consultation with the Education Committee (EdCom) as needed or required, receives the application. We will then review, approve, and follow-up with the prospective user with next steps.

Rental Fee, Damage Deposit and User Liability Information

There is no rental fee for using this space, but there may be a damage deposit required.

ICC Members in good standing are exempt from making a damage deposit as their shares shall be considered sufficient deposit.

All other users must advance a damage deposit. The ICC will only accept damage deposits in the form of checks.

The damage deposit check will be destroyed 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.

- Damage deposit for building use - \$100
- If a group has permission to use the building on a weekly or monthly basis, 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.

More than two instances of damage by any individual or group will result in their 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. For weekend use, the key should be picked up on Friday and returned immediately after the event to the lock box in the back of the Rochdale Office building, 337 E William.

All users must sign out the key.

Scheduling of the Education Center and signing out of the key shall be done by the Front Desk staff, the Member Services Department or, when necessary, other staff or ICC Member Assistance.

Access keys shall also be held by the following people:

- President
- Committee Chairs (Education Committee & Chair of Co-ops for Healthy Relationships)

- ICC Staff, (GM, DMS, DHS, MSC, AOC)
- Maintenance Staff (Director and additional staff) and potential Contractors
- Member Assistance Facilities Support
- Luther Maintenance Manager

Care and Upkeep of the Building

Both the Member Services Department 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. The MSD will have a Member Assistant assigned to regular cleaning.

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.

The Education Committee has access to review the Education Center calendar on the ICC website [here](#).

Terms of Use for the Education Center

- Fire Code regulates that no more than 90 people shall occupy the building at any time.
- No alcohol is allowed in the building.
- No smoking is allowed in the building.
- No open flame, candles or incense may be used in the building.
- No shoes are to be worn beyond the front door.
- No loud activities after 10 PM can occur from Sunday through Thursday.
- Parking is limited to one space to the left of and one space in front of building.
- All garbage & food items must be disposed of properly; no perishables should be left in the building.
- The kitchen area and equipment must be left clean.
- At the end of an event, all lights & electronics must be turned off. Additionally, all devices plugged into wall plugs should be removed in order to reduce energy usage at the center.
- Observe posted signs regarding thermostats and adjust as needed.
- The building must be left secure: all windows and doors should be closed and locked.

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

Approved by the ICC Board of Directors, 1/23/1994

Revised by the ICC Education Committee, 7/14/2010

Revised by the ICC Education Committee, 12/1/16