

**What our space can be used for:**

Our mission is to create accessible community spaces of healing where people who have historically been marginalized can convene and show up as their authentic selves. We are people who are intentionally and collaboratively building a space in the community that is committed to addressing barriers to healing while also bringing awareness and support for social justice issues in Olympia and beyond. This is not a general event venue. All events and activities hosted at The Liberation Collective (TLC) must align with our mission. We prioritize rentals for community events directly centering LGBTQIA+, Black, Indigenous, and People of Color, and people with disabilities. We do not permit events where alcohol is served or sold. Rental approval is based on mission alignment stated in applications and space availability.

**About Our Space:**

Our ADA accessible building is located at 220 Union Ave, Olympia, WA 98501 in Friendship Hall (smaller red building next to YWCA of Olympia). We have plenty of parking on the street near our building. We have about 900 square feet of open space, plus an ADA accessible bathroom, a small kitchenette, and backyard space we share with YWCA of Olympia. The space can accommodate up to 75 people total depending on the seating and table arrangements. For yoga classes, our space can accommodate up to 30 yoga mats. Classes and events are limited to groups of 75 people or less at a time, unless special approval is given.

We provide:

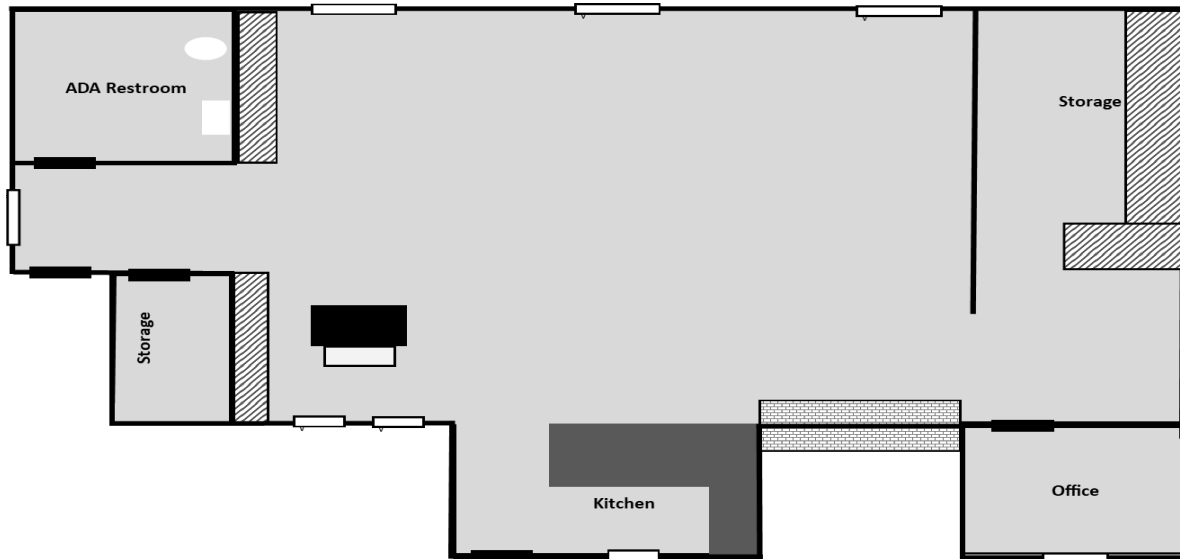
- Yoga mats, blocks, and straps for up to 16 guests
- 8 yoga blankets
- 12 x 6-foot folding black tables
- 14 rolling stackable ergonomic chairs, 40 folding black metal chairs
- 4 bean bag chairs, couch and lounge chair
- Cleaning supplies
- Kitchen: Refrigerator, 3 compartment sink, microwave
- Tea station and coffee bar
- Plates, cups, and utensils for up to 20 guests
- Projector and 100" screen (with HDMI laptop connector)
- Whiteboard and markers
- Speakers and 2 microphones (must request for availability in advance)
- Wifi



# TLC Facility Use and Rates

## Cleaning Responsibility:

Users of the space are responsible for leaving the space as clean (or cleaner) than they found it. We will show you where the cleaning supplies and cleaning checklist are to help you clean up after your event. Cleaning includes sweeping and mopping after every event where shoes were worn in the main area on the hard floors. You are also responsible for wiping down the bathroom sink and kitchen counters (if kitchen was used) and putting furniture and supplies back where they belong. Failure to clean the space following use will result in a \$25 cleaning fee for each occurrence.



## Hours of Operation:

Monday: 8:00am – 6:00pm  
Tuesday: 8:00am – 9:00pm  
Wednesday: 8:00am – 9:00pm  
Thursday: 8:00am – 5:00pm  
Friday: **CLOSED**  
Saturday: **CLOSED**  
Sunday: 8:00am – 9:00pm

## Event Host Requirements

Anyone can lead a class or event at TLC. Teachers leading movement classes that are strenuous in nature or that include specialized movement, such as yoga or Zumba must show proof of appropriate certifications to teach these movement classes, where applicable. If you are teaching from a tradition that is not of your own culture, we seek teachers who are teaching in ways that honor the origins of what they are teaching and who are in a practice of deepening their connection to authentic cultural appreciation. **ALL event hosts must complete a 30-minute TLC orientation about using the space and site rules. This training is available by recorded video or in-person, depending on site steward availability.**



# TLC Facility Use and Rates

Rental Type	2025 Rental Rate
<p><b>REDUCED RATE*</b></p> <p>Free event/class/meeting (including by donation only offerings with suggested donation amount of less than \$10/person)</p> <p>NOTICE: This rental rate is reserved for people and organizations who are not financially privileged and who do not have budget for rental fees at the standard rate.</p> <p>We can accommodate free event space access on a case-by-case basis as our budget allows. Please ask us about this if you or your group needs free space access for your event.</p>	<p>\$10/hour</p> <p>\$45/day (Mon-Thurs) \$80/day (Sun)</p>
<p><b>STANDARD RATE*</b></p> <p>If you charge a fee to participants for your event/class/meeting or have a suggested donation of \$10 or more per person</p>	<p>\$15/hour</p> <p>\$80/day (Mon-Thurs) \$120/day (Sun)</p>
<p><b>SUPPORTING RATE</b></p> <p>If you are financially able to contribute more than the standard rate, the additional funds provided in this rate will support free and reduced rate offerings.</p> <p><b>Examples of financial ability include</b>, but are not limited to: you are not dependent on income from this event/class to pay your bills; you do not have substantial debt from student loans; you own a home or other major financial assets; you are hosting this event/class on behalf of a business/organization that is not struggling financially.</p>	<p>\$30/hour</p> <p>\$180/day (Mon-Thurs) \$240/day (Sun)</p>

\*Rental rates are negotiable. We seek to align with your budget to the best of our ability.

**Your space reservation time must include adequate time for set-up and clean-up after your class or event.**

## Justice Pricing:

If you are charging a fee for your offering, you are strongly encouraged to offer some form of justice-based pricing. Here are a couple examples of what justice pricing could look like for a class you would normally charge \$15 per person:

Supporting Rate: \$20  
Full-Price Rate: \$15  
Reduced Rate: \$10

OR

Pay what you can: \$0 - \$20  
NOTAFLOF (no one turned away  
for lack of funds)



# TLC Facility Use and Rates

## **Class Registration and Payment:**

Event hosts must handle their own ticket sales/registration fees (if applicable) through their own website or payment system.

## **Event Promotion:**

If your group is scheduled to host your event in Friendship Hall through TLC, we can support marketing in one of the following ways. If your group wants us to promote your event on our Instagram page, please email your flyer to [info@tlcoly.com](mailto:info@tlcoly.com) with a short blurb to include with the post and any pages you want us to tag in the post. You can also add @tlc\_olympia as a collaborator to your Instagram post and we will accept the invite to add your post to our page.

## **Participant Safety and Waiver**

All participants in any movement-based classes, cooking classes, or other classes that involve potentially risky activities must sign a [TLC waiver](#) before they attend their first class. We will tell you in your rental agreement if these are required.

## **Quarterly Rental Agreements:**

Our Advisory Board reviews applications on an ongoing basis and updates our class schedules quarterly. Teachers/facilitators must complete a [rental application](#) quarterly to maintain their facility use agreement with TLC. If you are a returning user, you can complete the shorter [returning user rental application](#) or contact us at [info@tlcoly.com](mailto:info@tlcoly.com). We try our best to honor the recurring class times of returning teachers/facilitators, but we cannot guarantee that time slots will be available to the same people from one quarter to the next. Applications received by the priority application deadline will get the first priority at scheduling times, but applications can be submitted any time. We review and respond to applications within 30 days of receiving them.

### **Quarter Schedule:**

Winter quarter: December - February  
Spring quarter: March - May  
Summer quarter: June - August  
Fall quarter: September - November

### **Accept Applications Starting:**

September 1st  
December 1st  
March 1st  
June 1st

## **Liability Insurance:**

TLC operates under liability insurance that covers operations of events within Friendship Hall. Other businesses or individuals offering events in Friendship Hall through TLC are covered under our liability insurance as long as your event takes place during our operational hours when our staff are onsite.

## **Cancellation Policy:**

Facility use agreements lock teachers and facilitators in to the agreed upon class schedule, where rental rates will apply during that time frame. Please notify Aherlow Kasjaka at [info@tlcoly.com](mailto:info@tlcoly.com) or call 360-584-6494 as soon as possible when you need to cancel a class/event/meeting or when you need to terminate your facility use agreement early. Single class cancellations made within 2



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hours of the scheduled class start time will have no penalties. Single class cancellations made within less than 2 hours of the scheduled class start time or teacher/facilitator no-shows will be subject to pay the full rental rate for that class/event/meeting, up to \$50/day.

If a teacher/facilitator needs to end their facility use agreement before it has ended (for multi-day events), there is no penalty, except if the cancelation occurs less than two hours prior to the start of the event on a given day—in which case, the late penalty applies and the full rental rate for that event is still due, up to \$50/day.