



What our space can be used for:

Our mission is: *Making healing accessible and inclusive to the local community through collaborative leadership, social justice education, and advocacy centering on the needs of LGBTQIA+, BIPOC, and people with disabilities.* We do this through collaboration with community and prioritizing rentals for community events centering the needs of LGBTQIA+, Black, Indigenous, and People of Color, and people with disabilities. All events and activities hosted at The Liberation Collective (TLC) must align with our mission.

Some offerings we welcome in our space include, but are not limited to:

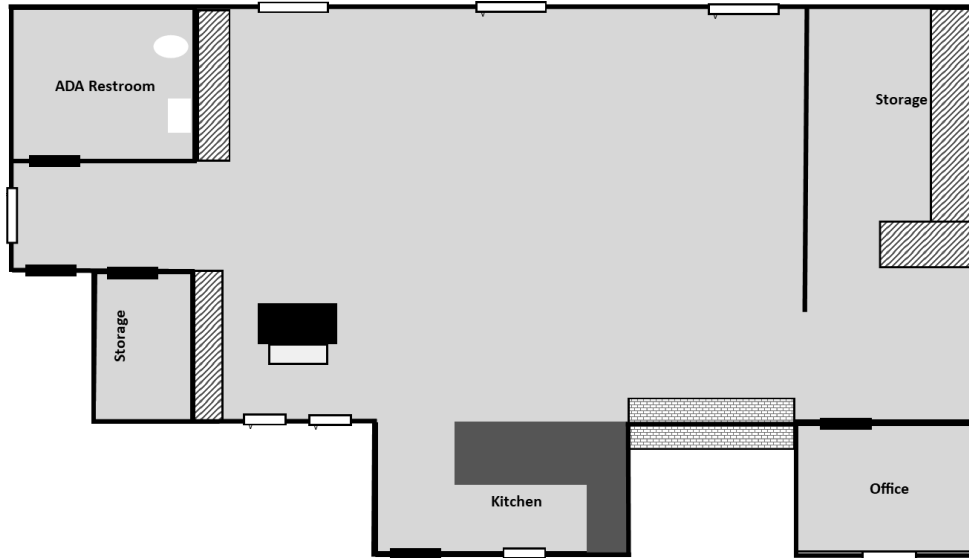
- Movement classes
- Support groups
- Spiritual practice
- Speakers, lectures, meetings and trainings
- Social justice organizing groups
- Performing arts and art shows
- Cooking and nutrition classes

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 700 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. The kitchen seats up to 8 in bar-style seating. 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
- 12 x 6-foot black folding tables
- 14 rolling stackable ergonomic chairs, 30 black folding metal chairs
- Cleaning supplies
- Kitchen: Refrigerator, 3 compartment sink, hot plate
- Tea and coffee bar (bring your own tea and coffee), includes coffee grinder
- Plates, bowls, cups, and utensils for up to 30 guests
- 4 grey table cloths (2 matching sets)
- Towels for cleaning
- Projector and 100" screen
- Wifi



Hours of Operation:

Monday – Friday: 6:30am – 9:00pm
 Saturday – Sunday: 8:00am – 9:00pm
 (Exceptions on a case-by-case basis)

Teacher and Facilitator 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. An orientation and training on safety, accessibility, and inclusion will be provided annually to teachers and facilitators that use our space at no cost.

Space Rental Rates:

We keep our space rental rates low so that you can provide financially accessible offerings to our community and so that you may be sustained by what you offer. Your space reservation time must include adequate time for set-up and clean-up after your class or event. You are required, at minimum, to reserve the space for at least 15 minutes prior to the start of the class and 15 minutes after the planned end time.

Rental Type	Space Rental Rate
REDUCED RATE Free event/class/meeting (including by donation only offerings with suggested donation amount of less than \$10/person)	\$0/hour (up to 4 hours) \$10/hour (reservations over 4 hours) \$40/day (weekdays) \$60/day (weekends)
STANDARD RATE If you charge a fee to participants for your event/class/meeting or have a suggested donation of \$10 or more per person	\$15/hour \$75/day (weekdays) \$90/day (weekends)



TLC Facility Use and Rates

<p>SUPPORTING RATE</p> <p>If you are financially able to contribute more than the standard rate, the additional funds provided in this rate will support free offerings.</p> <p>Examples of financial ability include, 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>\$25/hour</p> <p>\$120/day (weekdays)</p> <p>\$150/day (weekends)</p>
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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)

Class Registration and Payment:

It is strongly preferred that teachers and facilitators using the space handle their own class registration and payment (if applicable) through their own website or payment system. If you are unable to do this or need support with this, don't hesitate to let us know on your space rental form and we can provide class registration on our website on a case-by-case basis.

Event Promotion:

When you submit your space rental form, you can request event promotion support. We include public events on the schedule on our website with registration and contact details you provide on your space rental form. We will also cross promote your events on Instagram if you tag us in your posts or share your flyers (we do not currently use other social media platforms).

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.

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. 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.

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 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 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 with less than one month left in their agreement, no penalties will be applied. If a teacher/facilitator needs to end their facility use agreement with more than one month left in their agreement, the following penalties may apply, except in Advisory Board approved extenuating circumstances:

Reduced Rate Classes: No penalties

Standard and Supporting Rate Classes: Liable for 10% of facility rent remaining in existing facility use agreement.