



LGBT Community Center of New Orleans

2727 S. Broad Ave, Unit 101
New Orleans, LA 70125
www.lgbtccneworleans.org

Center Use Protocol

Thank you having your group's event at the LGBT Community Center of New Orleans. As this is a communal space, everyone must uphold these guidelines to foster a safe and clean environment for our community. When using the space, all individuals and groups agree to abide by these guidelines. One person must sign per organization to represent that the entire group agrees to the Center Use Protocol.

Environment & Accessibility:

The Center strives to create an environment free from the racism, sexism, homophobia, transphobia, cissexism, ageism or ableism inherent in the American South and we expect our Community Partners to uphold those values.

We will treat The Center itself with respect. We will not harm or destroy Center property. Any property that is damaged during the time your group is scheduled at the Center will be your responsibility to repair or replace.

Space Reservation:

The Center can be reserved by people over 18 years or by youth with an adult supervisor.

Kitchen & Food

We share our kitchen with the other renters of 2727 South Broad. We must maintain this common space, not just for the Center but the whole building. The refrigerator located inside the Center is for our use only but is shared among multiple groups

- Please separate recyclables from trash and place recycling in the proper bin. The building also provides glass recycling in the kitchen and at the dumpsters in the parking lot..Trash bags are on top of the refrigerator- do not use bins without liners,
- **If either waste can is full, or if you disposed of perishable food in the trash can, please empty the trash into the dumpsters in the fenced area in the back parking lot. The code for the dumpster gate is 5796**
- Please wash and put away any dishes/utensils that you use.
- Clean up any messes you make in the communal kitchen

- If there is any leftover perishable food, please remove it at the end of your meetings. **Only groups that meet on a weekly or bi-weekly basis may store perishables in the communal refrigerator. All food stored in the refrigerator must be labeled with your group's name and the date.**

Transportation:

Parking:

Guests may enter the parking lot on Washington Ave. Simply turn right. It is after the first building. You may exit through the gate or through the side exit where you entered.

Public Transit:

The Center is directly in front of the bus stop at South Broad Ave and Washington Ave, which is served by three bus lines- N600, N638, N2282

Closing:

For your group's safety and privacy, you may want to keep the inside front door (the one off the vestibule, not on S. Broad) locked during your meeting.

Before leaving, return the Center to its default arrangement, turn off the lights (the switch is near the front door).

Please lock the back door and the external front door as you exit The Center.

Remove all perishable food, throw trash in the dumpster- the dumpster lock code 5796

Keys:

Keys are the sole responsibility of the undersigned party. Keys must remain *on your person for the duration of your time in the Center*. If your group will be gathering multiple nights, keys should remain with designated party.

For one time events, keys should be returned to a Center staff or board member. Please return all keys immediately after your event. You can place key in our mailbox, #101, located in the alley between Broad Ave and the parking lot, next to Broad Ave Cider..

We, the undersigned, agree to abide by the Center Use Protocol as posted in The Center, written above and last edited on June 28, 2017. A representative signing for any group indicates that all members of said group have read and agreed to abide by The Center Use Protocol.

Organizer Signature:

Group Name:

Date Signed: