



# The Gathering Place User Agreement

## About LEAP

Local Environmental Agriculture Project (LEAP) is a Roanoke-based 501c3 nonprofit. Founded in 2009, LEAP strives to nurture equitable food and farming systems that prioritize health and abundance.

## About The Gathering Place

The Gathering Place (located at 1027 Patterson Ave. SW) is available to LEAP team members, the LEAP Board of Directors, community partners, and external groups. Priority is given to organizations and groups who work in the West End and/or work on topics including food access, food systems, nutrition, and local agriculture. The Gathering Place is not available for fundraising, profit-making, or political campaign activities except with LEAP prior approval. Maximum capacity of the room is 17 people. There is a suggested usage fee of \$20 per hour, if the reserving group has the budget for it.

## Room Reservations and Equipment

To reserve the room, please complete a [room request form](#) no later than seven days prior to the date needed (From Dec. 24 to Jan. 2, 14 days advance notice is required). You will be notified of room availability and asked to complete the room reservation form to confirm your booking. Upon completion, you will be provided a PIN code for the door and additional room usage instruction. In the event of a cancellation, please email [info@leapforlocalfood.org](mailto:info@leapforlocalfood.org).

The Gathering Place includes access to:

- two bathrooms
- water fountains
- provided tables and chairs
- whiteboard and markers
- AV stand/lectern
- wifi internet access.
- The wifi network is LEAP Guest and the password is LocalFood.

Extra toilet paper, paper towels, trash bags, an extension cord, and a power strip are located in the cabinets under the counter. Users may bring additional items needed for their event. There is no access to the LEAP food hub, offices, basement, or retail store when using The Gathering Place. LEAP staff members will not be available on-site to assist with setup, cleanup, or logistics. Questions or concerns should be directed to [eap@leapforlocalfood.org](mailto:eap@leapforlocalfood.org).

## Room Use Guidelines

Users are expected to follow guidelines of The Gathering Place as outlined below.

Users agree to follow the PIN code policy:

- The community partner is responsible for the PIN issued.
- PIN codes will be available for use during the duration of the reserved event.

- PIN codes should not be transferred or loaned to another individual or organization.
- The community partner should not unlock The Gathering Place door for anyone unrelated to the event.

**The following are not permitted in the The Gathering Place or on LEAP property:**

- Smoking (includes cigarettes, cigars, pipes, vapes, chewing tobacco, and other forms of tobacco and marijuana)
- Illegal or controlled substances
- Weapons
- Fireworks
- Open flames such as candles and incense
- Alcohol is permitted on a case-by-case basis

**Please do not:**

- Affix items to the walls
- Remove LEAP property from the building
- Use permanent marker on the whiteboard
- Prop open the exterior door when a representative of the organization is not present

**Please do:**

- Leave The Gathering Place clean and in the same condition it was prior to the event.
- Use caution around mural so as to limit damage to the artwork.
- Place all trash and recycling in appropriate receptacles.
  - If there is food waste or the trash bag is full, remove trash from the building and place it in outdoor trash receptacles behind the building.
  - Trash bags are provided in the cabinets under the counter if needed.
- Clean up excess food or craft scraps, mud, or dirt.
  - A broom and dustpan can be found in the corner near the water fountains.
- Turn off all lights and make sure the exterior door is fully latched upon leaving.
- Bring table covers to cover furniture if using paints, glue, permanent markers, glitter, or other items that may permanently damage furniture.

## **Compliance**

Groups are responsible for any damage done to the LEAP building and/or furnishings and may be subject to repair or replacement costs. LEAP reserves the right to restrict usage to those individuals and groups who fail to follow the policies outlined. For minor infractions, a LEAP representative may speak to the group about following policies more closely in the future. For more serious infractions, a group's right to use The Gathering Place will be revoked for a period from 12 months to indefinitely, depending on failure to follow policy or seriousness of infraction. Those may include, but are not limited to: major damage to the facility, the use of illegal or controlled substances on LEAP property, leaving the building unsecured, and the discharge of weapons or fireworks on LEAP property.

## **Agreement**

By submitting a Gathering Place Reservation request and subsequent payment, you agree to these terms and conditions of using the space.