

**OFFICE OF COMMUNITY COLLABORATION (OCC)**  
**UIC NEIGHBORHOOD CENTER FACILITY USE AGREEMENT: AUBURN GRESHAM**

This Facility Use Agreement (FUA) details information, policies and procedures when utilizing the UIC Neighborhood Center (*referred to in this document as “Center”*) in Auburn Gresham. The Center is intended to be used by nonpartisan community organizations and individuals (*referred to in this document as “Community”, “you” or “your”*) and UIC departments, to support the Auburn Gresham community with programs and services that fall under at least one of the focus areas of the Office of Community Collaboration (*referred to as “OCC”*): education, health and wellness, arts and culture and economic democracy. **Use of the Neighborhood Center is at NO CHARGE**, unless or until damage-related costs occur.

**Relationship between You and OCC or the Center**

This Agreement does not create an agency, partnership, or joint venture relationship between the parties.

Signing off on this MOA means that you are agreeing to and ensuring that you will follow these guidelines closely so that the UIC Neighborhood Center can continue to be operated efficiently for community needs. If there are questions about any policies or procedures, please contact one of the assigned contacts at the end of this guide.

**Reservation Procedures**

The Center operates on a shared, hoteling-space model. It is possible that other organizations or individuals may be operating at the workstations or providing programming in the other spaces that are provided for just that.

The Center coordinator will make every attempt to schedule your special event with little to no disruption or distraction to you and your participants or guests, as well as to others utilizing the Center.

All reservations for the UIC Neighborhood Centers begin with this form:

<https://communitycollaboration.uic.edu/reservation-form/>

***It is strongly advised that requests are submitted at least 4 weeks in advance.*** In the case that your event needs to be cancelled, please notify Center staff immediately.

Reservation requests are filtered to the managing Community Coordinator who will review your request and send a calendar invitation to the address used in the request to HOLD your inquiry. You are expected to respond to that calendar invitation as your way of confirming your reservation; otherwise, the space is not yet considered reserved.

The Community Coordinator will reach out if there are any clarying questions regarding your request before confirmations are finalized.

Part of finalizing your

**NOTE:**

- Your personal information is not shared with any third parties.
- Drugs and weapons are ALWAYS prohibited on-site.

## **Access to the Center**

The UIC Neighborhood Center in Auburn Gresham, Suite 312, is inside the Auburn Gresham Healthy Lifestyle Hub (“**Hub**”), located at 839 W. 79<sup>th</sup> St., Chicago, IL 60620. All guests to the Hub must check in and check out with the Security Officer in the lobby on the 1<sup>st</sup> floor.



General Hub hours of operation are

- Monday thru Friday 8:00am to 8:00pm
- Saturday 8:30am thru 4:00pm
- Closed on Sundays and Holidays

General Neighborhood Center hours and access are

- Monday thru Friday: 9:00am to 4:30pm
- Saturdays by reservation or appointment only
- Closed Sundays and Holidays
- Other times may be granted to organizations with Collaborative Agreements or FUA's on record

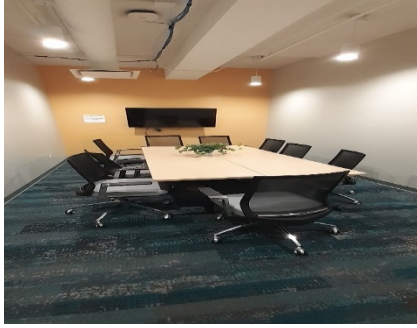
Those who have entered a formal partner agreement with OCC and thereby might have independent access to the Center, shall NOT share access with any other parties, nor abuse access outside of reserved or scheduled times.

## **Occupancy**

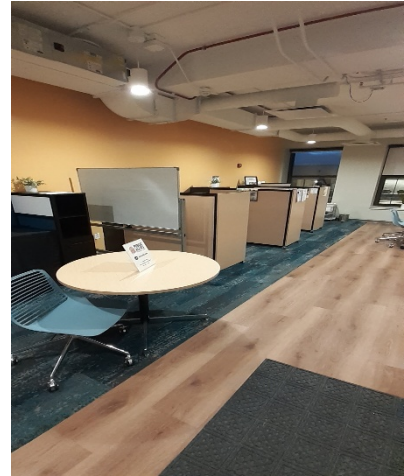
Configuration and Occupancy of the UIC Neighborhood Center in Auburn Gresham is as follows:

- Small Conference Room, maximum capacity 12:
  - Meeting configuration: seats 8; other configurations possible
  - Includes 2 (6-foot) tables

- Includes use of 50” monitor; HDMI connectivity



- Main Co-Working Space Capacity, maximum capacity 25
  - Includes 60” monitor, HDMI connectivity
  - Includes 4 workstations with executive chairs
  - 6, 4-foot rolling, connectable tables
  - 1, 4 ft round table
  - 10 rolling chairs



These spaces may be reserved separately or together.

If you have any unique configurations or space needs, please contact the Center Coordinator.

### **Technology Usage**

The UIC Neighborhood Center offers a myriad of technology accessibility options; please indicate on your reservation form

- Large Display Smart Monitors equipped with HDMI
- If additional cables are loaned to you, you are expected to return them without damage
- You are responsible for providing UL listed extension cords if needed
- If your laptop uses anything other than an HDMI cable, you are advised to supply your appropriate adapter; however, one may be loaned to you if you notate on your reservation form.

The Center does not provide printing or copy services. However, as a courtesy, a limited number of prints and copies may be available in an urgent case when requested.

Wi-Fi/access

- Use of the Center includes free access to the internet. Usernames and passwords are posted.

### **Food/Drink**

Food and Drink are allowed in the UIC Neighborhood Center.

Down the hall, the Hub provides a water fountain and a filtered water dispenser for refilling your containers.

If you desire a caterer for your event, please note in the reservation request. The Center coordinator may provide a list of local vendors – you are not required to use any caterer from the list.

Table coverings are required to protect our surfaces.

Please use proper serving utensils to prevent the spread of disease; OCC is not responsible for providing utensils.

Flammable devices, such as candles and sternos, are prohibited. However, electric heating units to maintain safe food temperatures are allowed.

### **NOTES:**

- You are responsible for cleaning up all evidence of food and drink from furnishings and surfaces including floors, before you leave the facility
- Be mindful of food allergies and preferences of your guests
- Alcohol is permitted, but not in the presence of minors (youth under 18 years.)
- You are responsible for supplying your own table coverings and utensils
- You are expected to exercise best practices when serving food to guests

### **Decorations**

You are not allowed to place any adhesives and tapes, or breach the walls with any nails, pins, etc.

- If decorations are required for your event, please discuss with the Center coordinator for prior approval.
- Burning candles or incense is prohibited.

### **Housekeeping**

Please be mindful and respectful. Place garbage in identified receptacles at the end of your reservation. If your garbage exceeds the capacity of the receptacle, please use additional bags, tied off and placed on the floor near the receptacle, rather than stacking garbage on top of the receptacle.

We can provide additional garbage bags if you do not bring your own.

Make sure bags are closed so housekeeping staff can efficiently remove waste.

The Neighborhood Center provides common use cleaning supplies to remove any soil or debris. Prior to your event, the Center Coordinator will provide or notify you where cleaning supplies are located so that you can help maintain some housekeeping standards.



It is expected and important that the Neighborhood Center is properly maintained and kept clean for the Community to enjoy.

- If the expectation is not met, the coordinator will bring deficits to your attention with a gentle conversation with plans for remediation. If an occurrence is repeated, your space use, reservation and access will be revoked.

### **Fire/Emergency/Safety**

If you have a need to contact building security immediately, please use the 2-way handheld walkie-talkie that is accessible in the main space of the Center.

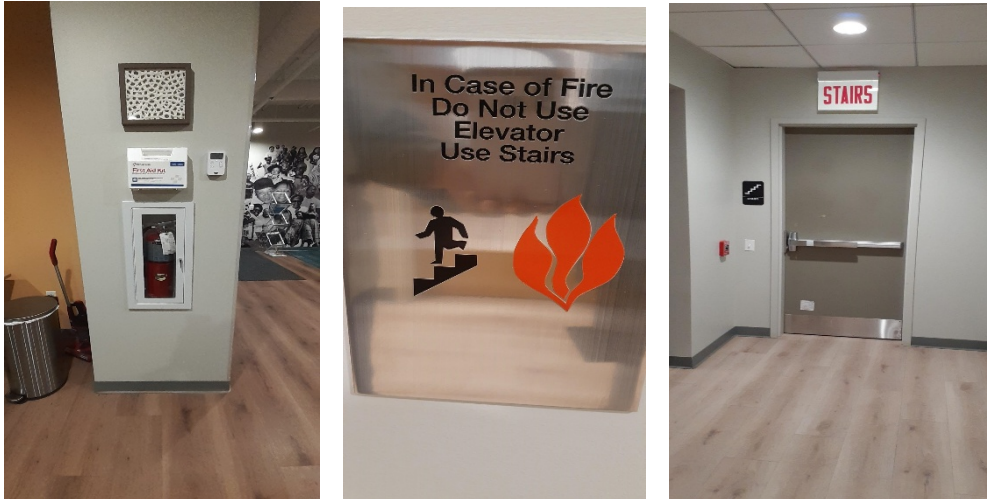
The Center coordinator will review the mechanics of using it. After using the walkie-talkie, please return it to its charging base.



In all cases of emergency, call 911 and follow the guidance of emergency personnel.

- In the case of a fire, pull the nearest alarm at the stairwell door, call 911 and follow the evacuation signs posted by property management.
- Follow the instructions of on-site security officers.
- Only if it is safe to do so and you have knowledge on how to use correctly, use the available fire extinguisher
- For minor injuries, please use the available first-aid kit prominently posted and accessible





**NOTE:**

For safety and security reasons, if you have a collaborative agreement in place and are issued a key for independent access, you are not allowed to share access with other persons outside of your organization. You shall not abuse access to the Center outside of your scheduled or reserved times.

Names of others within your organization with whom you might share your key access must be documented when your key is originally issued or when the need arises. An email to the Center coordinator will suffice as proper notice.

**Climate Control**

Climate Control settings for the Auburn Gresham Neighborhood Center are pre-set by building management to a regulated temperature range. If you require adjustments, please notify OCC staff.

**Hospitality and Bathroom Accommodations**

The Hub provides an ADA accessible water fountain as well as a filtered water dispenser down the hall from the Center.

Around the corner are four (4) individual ADA and family-friendly bathrooms.



### **Storage/Security of Items**

The Auburn Gresham Neighborhood center does not have any formal storage space for food or other items.

- OCC and the UIC Neighborhood Center staff are not responsible for any item(s) you choose to leave at or on a workstation you might regularly use.

If there are any issues, please report them to our staff.

### **Parking**

Please heed all parking-related signage, we are not responsible for any vehicles that are damaged, stolen, fined or towed.

Please take necessary security measures – OCC and its UIC affiliates are not responsible for any damage, theft or harm to you or your vehicle that may occur because of where you park.

Please be responsible and always maintain a cautious awareness of your surroundings.

- Adjacent and free parking lots are located to the east and west of The Healthy Lifestyle Hub
- Free street parking on 79<sup>th</sup> Street in front of the Hub
- Free parking on residential one-way streets - Peoria (southbound) and Green (northbound)

### **Programming Involving Minors**

The University of Illinois Chicago reaffirms its commitment to providing a safe environment for minors (people under 18, unless legally emancipated) who are participating in UIC programs on and off campus and virtual programs. The [University of Illinois Protection of Minors policy](#) outlines requirements that members of the university community (UIC personnel, UIC volunteers and UIC contractors) must take in order to provide a safe environment.

### **NOTES:**

- All UIC staff and faculty are mandated reporters.
- References:
  - [Protection of Minors Policy | UIC today](#)

- [Protection of Minors - System Human Resource Services](#)
- [Protection of Minors Resource Page](#)

### **Activities Conducted or Sponsored by UIC Units**

The Auburn Gresham Neighborhood Center follows this University system requirement:

*UIC requires units that plan or conduct programs or activities designed to include minors not enrolled at the University, report said activities to UIC Human Resources.*

*The campus has created forms that need to be completed for each activity at least fourteen (14) days prior to the start of an activity.*

- [Protection of Minors Event Form and Compliance Checklist](#)
  - [Helpful Information for the Compliance Checklist](#)
  - You must send completed forms to the University of Illinois Chicago Protection of Minors Coordinator at: [uicpom@uic.edu](mailto:uicpom@uic.edu)
    - Cc the Neighborhood Center Coordinator
  - The central repository of all of this information will be kept within UIC Human Resources and the Protection of Minors Coordinator will maintain a database with all required information. The forms will be approved by UIC Human Resources and made available to the UIC Police Department.

### **Activities Conducted by External Entities**

The Auburn Gresham Neighborhood Center follows this University system requirement:

*Units operating University facilities used by external entities for activities with minor participants shall maintain an up-to-date list of such activities.*

*At least fourteen (14) days prior to the start of an activity, the unit shall submit this information to the UIC Protection of Minors Office by completing the following form:*

- [Protection of Minors Event Form For External Entities](#)
  - Send completed forms to the University of Illinois Chicago Protection of Minors Coordinator at: [uicpom@uic.edu](mailto:uicpom@uic.edu)
    - Cc the Neighborhood Center Coordinator

### **Incident Reporting**

**ALL** incidents of concern occurring on-site must be documented and reported first to the Community Coordinator, who will then report to the Senior Director, Keith Lewis. These incidents may be escalated and/or investigated further by appropriate University or law enforcement personnel. Depending on the nature of the incident, privileges to use the facility may be revoked.

Incidents must be reported and documented in writing via email or by submitting an [Incident Report](#).



Reasons to report an incident may include but not be limited to:

- Need to call for security or 911
- Injuries that happened within the Center
- Damage to property
- Ill-working equipment

If any Center device, equipment, wall or furniture is damaged, you will be responsible for replacement or repairing identified item(s).

### **Data Sharing**

For planning and funding purposes, and so that we can properly document the engagement and impact the UIC Neighborhood Center has, it is expected that you share some demographic data with us. The type of data we collect might differ on an organizational case-by-case basis but in general it would include: the type of event, your participants' residential zip code, age levels, gender and ethnic identities, educational level and the number of participants served.

### **Marketing and Event Promotions**

Although staff of the Office of Community Collaboration and its Neighborhood Center is not responsible for actively recruiting for your event, we welcome a shared opportunity with you to promote your work and event to, on and with, our respective networks and social media outlets.

Please provide appropriate messaging, flyers, links, etc., for our use.

For your use, we will provide our logo(s) to be affixed on your promotional and marketing materials.



### **Protect Yourself and Others in the Community**

The Center for Disease Control (CDC) offers respiratory viral infections (flu, Covid and RSV) guidance that consists of 5 core and 3 additional prevention strategies

# Respiratory Virus Guidance Snapshot



## Core Prevention Strategies

<b>Immunizations</b> 	<b>Hygiene</b> 	<b>Steps for Cleaner Air</b> 	<b>Treatment</b> 	<b>Stay Home and Prevent Spread*</b> 
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## Additional Prevention Strategies

<b>Masks</b> 	<b>Distancing</b> 	<b>Tests</b> 
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Layering prevention strategies can be especially helpful when:

- ✓ Respiratory viruses are causing a lot of illness in your community
- ✓ You or those around you have risk factors for severe illness
- ✓ You or those around you were recently exposed, are sick, or are recovering

**\*Stay home and away from others until,**

	<b>and</b>	
Your symptoms are getting better		You are fever-free (without meds)

**for 24 hrs**

Then take added precaution for the next 5 days



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## Auburn Gresham Neighborhood Center Contacts

<b>Keith Lewis</b> Senior Director Office of Community Collaboration E: keithl@uic.edu P: (312) 996-8827	<b>Crystal Stevenson</b> Auburn Gresham Neighborhood Center Coordinator Office of Community Collaboration E: csteve6@uic.edu P: (872) 210-2017
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By providing your contact information and signature below, you acknowledge and agree to the above guidelines and procedures, and attest that you have the binding authority to do so. This agreement shall be in force for the duration of the reservation date and time.

Either party has the right to cancel this agreement; a 30-day notice is suggested but circumstances for immediate cancellation might prevail, depending on the situation.

Office of Community Collaboration Representative	Organization Name
Print: _____	_____
Sign: _____	Organization Representative
Date: _____	Print: _____
	Sign: _____
	Date _____
