



Space Reservation Guidelines

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1. Who can reserve space?

Good news! Anyone in the community can reserve space at the Foundry. You could be a local business in Cambridge, a visiting artist from another city (or country!) who wants to teach a workshop here, or a nonprofit organization in the greater Boston area who wants to hold their annual fundraiser in one of our larger event spaces. Rates for community and commercial uses are listed on our website.

2. How do I reserve space?

Just follow this link! <https://www.cambridgefoundry.org/reserve-space>; it's also at the top of our home page under "Reserve Space." From there, click on the type of space you're interested in reserving, and then go to "view rooms" for the amenities, equipment, and floor plans of each.

If you're having trouble accessing the link, contact Logan Lopez, Program Coordinator, at logan@cambridgefoundry.org. You can also reach out to Olivia Fone, our Digital Communications Fellow, at ofone@cambridgefoundry.org.

3. What if I can't afford the cost?

We hope the community and commercial rates are priced so that the space is affordable for everyone in the community.



If the listed rates pose a financial hardship for you/your group, reach out to Logan Lopez at logan@cambridgefoundry.org. We can't guarantee that we can meet your needs, but we'll try to find other options that would be more feasible.

4. Restrictions on reservations

We want the community to use the space - that's why we're here! But please be mindful of ways that others will be using the space:

- Use the space only during your reserved time
- Don't use a space that's assigned to someone else
- You must complete any and all trainings in order to use specialized equipment; both you and participants will sign a waiver to such effect
- Please note that we can't guarantee that there will be enough free use materials for your workshop or program. We recommend bringing enough of your own materials to cover your needs. Please let us know if we are running low on any particular materials!
- Follow our "Community Guidelines"
- Sanitize borrowed equipment (such as yoga mats) before you leave so others can use them safely

5. Cancellation Policy

Any cancellation requests should be sent to Logan Lopez at logan@cambridgefoundry.org.

You must cancel within the amount of time listed in the table below for a full refund. A partial refund may be issued for extenuating circumstances, with the remainder applied to a rescheduled event. If the subsequent event is also canceled after the window below has passed, no refund will be given.

Room type	Required time to cancel for refund
Multi-purpose rooms	24 hours
Maker spaces and artist studios	48 hours
Specialty spaces	36 hours



6. Accidental double-bookings

Our reservation system is built to avoid issues like this, but technology isn't perfect all the time. Please check your email to ensure you have confirmation for your reserved time.

If two groups show up at the same time and...

- **(a) only one group is in our system, and (b) no other space is available**, the group in our system will have preference for the room booking. The other group has the option to schedule an event for another time.
- **(a) only one group is in our system, and (b) comparable space is available**, the group in our system will have preference for the room booking. The other group will have the option to book the comparable space, or they can schedule an event for another time.
- **(a) both groups are in our system, and (b) comparable space is available**, we will attempt to allocate the spaces available according to each group's needs (for example: one group can use a slightly smaller conference room than the other; or one group needs a dance studio while the other group can utilize multi-purpose space). If one of the groups decides they would prefer to cancel, they will be offered a refund if payment has already been made.
- **(a) both groups are in our system, and (b) no other space is available**, the groups may choose to share the space, at half the cost of the original booking. If the groups are unable to share space, preference will be given to whichever group cannot easily reschedule (ex: a one-time event will get precedence over a yoga class that would meet the following week).

7. Violation of community guidelines

General Guidelines

If the purpose of the event violates community guidelines (ex: a meeting for a group that promotes hate speech and harassment against a particular group of people), event booking will be canceled.

Anyone who violates community guidelines will be given a reminder of the rule, then a verbal warning, and finally removed from the space. This applies to both participants and organizers of events.

For example:

- Reminder: "Smoking is not allowed at the Foundry; you'll have to put out your cigarette."
- Verbal warning: "If you aren't able to abide by our guidelines, I'll have to ask you to leave."
- Removal: "I'll need you to leave for the remainder of the day."



Only if the person is not willing to leave will security become involved. Foundry staff will determine what is most appropriate for the situation, such as calling mental health or substance abuse hotlines.

If during the event, organizers violate guidelines (ex: not cleaning up and leaving a mess after an event), the organizers will not be allowed to book a space for the 4 weeks following the event, or the last event in a series. If a participant violates guidelines, while it is up to the organizer whether the participant will be allowed back as a participant, the Foundry reserves the right to refuse space rental for a period of time.

Harassment

The Foundry takes allegations of harassment very seriously. We hope the below penalties for violating harassment policy will serve as a deterrent for such behavior, and that, should they ever have to be implemented, these guidelines will keep our community safe.

If during the event, organizers have been found to violate harassment policy (ex: the organizers verbally harass or threaten a participant), the organizers will not be allowed to book space at the Foundry until proof of remedial action has been given to Foundry staff, and not sooner than 4 weeks following the incident. If the event is a series, the Foundry reserves the right to request a substitute leader for the event/workshop and/or cancel the remainder of the series. If such organizer is found to have violated harassment policy a second time, the Foundry reserves the right to prohibit them from booking space for a period of time or in perpetuity.

If a participant is found to have violated harassment policy, the Foundry reserves the right to refuse space rental for a period of time or in perpetuity. Depending on the violation, the Foundry reserves the right to refuse entry as a participant in events for a period of time or in perpetuity.