

Facilities Use Agreement

This document contains information designed to maintain a quality shared space environment for the tenants of The Village at 17th Street. This document is provided to all tenants who enter The Village at 17th Street, and will be updated and re-disseminated as appropriate. For questions related to this document, please contact 714.361.1417 or concierge@ocsharedspaces.org.

Accessibility: The Village at 17th Street and its facilities are designed to allow for the full participation and enjoyment of non-profit tenants and their guests.

Animal Access: Guide dogs and assistance animals for people with disabilities are permitted in The Village at 17th Street, but must be on a leash at all times, and muzzled if necessary. No other animals are permitted.

Break Room: This area is for the use of all tenants and their guests from 8:30am – 5:00pm, Monday – Friday. It seats 20 people and comes equipped with a microwave, sink, and beverage/snack/coffee vending machines.

Building Hours and Security: Building hours for The Village at 17th Street are 6:00am – 5:00pm Monday – Friday, and 6:00am – 2:00pm on Saturday. The entrance to the building via the 18th Street parking lot has a security gate for the protection of tenants. The gate has one door that locks and unlocks to the outside via a key code, and remains unlocked from the inside. The security gate is unlocked/locked each day and patrolled through the night by **Village Patrol (714.956.8474)**. Additional doors that face 17th Street and Wright Street are locked from the outside at all times, although tenants can exit these doors at any time.

Building Office: The Building Office (Suite 104) is open from 8:30am – 5:00pm, Monday – Friday and houses the Concierge workstation.

Concierge: The Concierge serves as the “face” of The Village at 17th Street and provides the following services:

Facility Management

- Onsite oversight of shared space and amenities
- Assistance with office set up and systems
- Conference room and common area scheduling and set up (virtual and onsite)
- Point of contact for tenant concerns related to security, common areas or building usage
- Daily liaison with property management company and day porter

Tenant Engagement

- Facilitation of collaborative projects
- Support of OCSS Steering Committee, to include providing quarterly reviews
- Support of Village communications (including – but not limited to – flyers, newsletters, and website)
- Association meetings/fostering of tenant community
- Resource development for tenants

Program Development

- Development and implementation of Village training and networking opportunities
- Development of community events/public space use

The Concierge can be reached by email at concierge@ocsharedspaces.org or by phone at 714.361.1417.

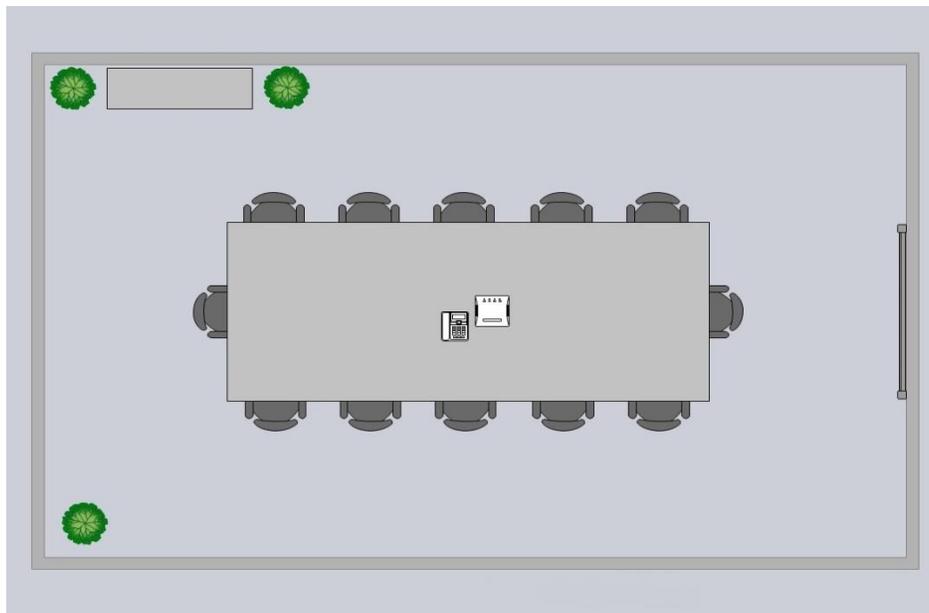
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Conference Center: This amenity is housed in Suites 100-104 and includes a Board Room, a Training Room, and two Small Meeting Rooms with Internet access, conference calling, and presentation tools, a Kitchen, a Copy Center, and a restroom. Between 8:30am – 5pm, Monday – Friday, the Concierge assists tenants and visitors with these facilities. Outside of these regular business hours, the Concierge issues a key to tenants and visitors for entrance through the Suite 100 glass door on 18th Street.

Key Usage: Outside of regular business hours (8:30am – 5:00pm, Monday – Friday), tenants can use the Conference Center assigned to them to access the Board Room and Training Room via the Suite 100 door that faces 18th Street.

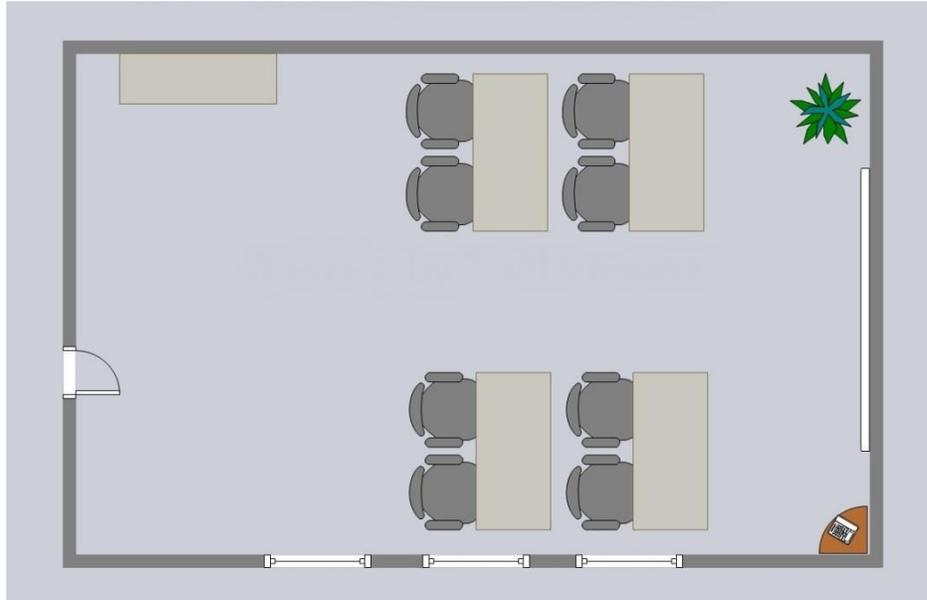
Set Up/Break Down: Organizations must allow the necessary time for set up and break down of equipment and supplies when considering reservation beginning and ending times. The concierge does not assist in set up/break down activities, other than A/V during regular business hours (8:30am-5pm, Monday - Friday).

Upon completing use of the Board Room, please ensure that the furniture is placed in its default arrangement according to the diagram below.



Upon completing use of the Training Room, please ensure that the furniture is placed in its default arrangement according to the diagram below and store extra furniture items in the Training Room closet.

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Kitchen Usage: Organizations may use the Kitchen during their reservation time. The Village at 17th Street does not accept deliveries on behalf of organizations using the Conference Center; organizations need to supply their own staff to accept all deliveries including catered orders. After usage, organizations must place all dishes in the dishwasher and run the machine (dish soap supplied), wash any dishes that do not fit in the dishwasher, and leave the Kitchen for subsequent users. Instructions are posted inside the Kitchen area.

Conference Calls and Long Distance Calls: The Village at 17th Street provides phones in the Training Room, Board Room, and Small Meeting Rooms. The Village at 17th Street Concierge can transfer incoming calls to these areas. Long distance calls are discouraged.

Copy Center: The Copy Center offers tenant usage of a multi-function copier. Each tenant is assigned a distinct access code to access the copier's features. Copies are billed back to the tenant on its monthly rent invoice. Contact the Concierge for the current list of services and prices.

Lights: All areas are equipped with motion sensors that automatically turn on and off all lights. Generally, do not adjust light switches.

Presentation Equipment/Supplies: The Board and Training Rooms are equipped with Internet access, conference calling and presentation tools. A laptop and projector are available for users during their reservations. From 8:30am – 5:00pm, Monday – Friday, the Concierge can support setup and breakdown of equipment, but not operations during events. Only use tape on white boards; do not use tape on painted surfaces. Presentation equipment is available for use only within the Conference Center and will not be lent for use at outside facilities.

Restroom: One unisex restroom is available in the Conference Center next to the Kitchen.

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Insurance and Damages: Organizations with 30 or more people in attendance may be required to submit to The Village at 17th Street a certificate of Comprehensive General Liability Insurance with a minimum limit of \$1,000,000 that names “Orange County Shared Spaces Foundation” as additional insured. Organizations are financially liable for any damages to the facility or equipment, as well as any cleaning costs incurred by The Village at 17th Street beyond its normal janitorial service, which includes emptying trash cans and vacuuming.

Elevator: The elevator is located on the side of the building with odd-numbered suites and is for use by all tenants and visitors. In case of malfunction, please contact the Concierge **(714.361.1417)** or, if the Concierge is unavailable and it is an emergency, contact emergency services **(911)** and the manufacturer’s service line **(877.276.8691)**.

Parking: The Village at 17th Street has 139 parking spaces, with designated spaces for handicap parking. Parking is available on a first-come, first-served basis; there is no assigned parking. The Village at 17th Street is not responsible for theft of or damage to vehicles or persons.

Professional Activity: Premises shall only be used for general office and administrative activities related to approved nonprofit support services, and not direct service activity. Please ask for clarification if you are unsure whether an activity constitutes direct services.

Property Management: Beyond the support services provided by the Concierge and detailed in this document, **Birtcher Anderson Realty Management, Inc.** manages The Village at 17th Street for the building owner, the Orange County Shared Spaces Foundation. All issues related to property and office space maintenance must be addressed directly to the property management company by email at info@birtcheranderson.com or by phone at **714.449.8400**. Issues include:

- Heating and air conditioning
- Janitorial (emptying trash cans, vacuuming, dusting)
- Light bulbs (office, corridors, restrooms, parking lot)
- Plumbing (common area restrooms, in-suite sinks)
- Electrical issues
- Restrooms
- Security (building, parking lot, vagrants, solicitation, break-ins)
- Water leaks
- Broken windows
- Graffiti

Recycling/Shredding: The Village at 17th Street offers two 96 gallon recycling/shredding bins, one located on the first floor of the building and one located on the second floor of the building. These locked bins feature a slit through which to dispose of paper. The bin vendor empties, shreds, and recycles the bin contents on a monthly basis. Each tenant is charged a nominal fee on its monthly rental invoice to support this service.

Restrooms: The Village at 17th Street is equipped with the following handicap accessible facilities:

- Four (4) women’s restrooms; two (2) located on each floor
- Four (4) men’s restrooms; two (2) located on each floor
- Each tenant is provided with restroom keys by the property management company

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Village Reservation System: To facilitate planning, tenants should use the Village Reservation System to select the best space for its event, check space availability, and make reservations. The Village Reservation System at http://ocsharedspaces.org/village_reservation_system.php offers the following:

- A full display of **Our Spaces** with brief descriptions and vivid photos of all Village shared spaces
- A **Space Specs** tab for each space that leads to details and photos of what specific spaces have to offer, so tenants know exactly which space is best for its event
- An **Availability & Reservations** tab that leads to a completely up-to-date **Availability Calendar** of all our reservable spaces
 *Tenant-specific login info required to access the Availability Calendar
- A **Reserve Space** tab that will generate a **Reservation Form** to complete and save a reservation
- A **Communication Sequence** that consists of an immediate **Confirmation Email**, **1-Week Reminder Email**, and a **1-Day Reminder Email**

Tenants will receive a Village Reservation System user name and password that will allow them to make, modify, and cancel only reservations for their organization. Verbal and phone requests will not be processed. Organizations must ensure that meetings/events begin and end at the scheduled times.

Also, while we encourage impromptu meetings and collaboration, please make sure not to do so in the Break Room as it is designated for relaxation.

Cancellations: Please make cancellations as soon as possible to release the spaces for use by other tenants. The Village at 17th Street is under no obligation to reschedule a cancelled meeting/event.

Acknowledgment page follows

Facilities Use Agreement

Acknowledgment

I, the undersigned, understand and accept the above terms and conditions.

Sign: _____

Print: _____

Organization: _____

Date: _____

Submit this Acknowledgment page via one of the following means:
In-Person to The Village at 17th Street Concierge in Suite 104
Scan/email to concierge@ocsharedspaces.org