

Shrub Space Use Policy

Summary

1. The Shrub Co-op (**Shrub**) is a community hub that is increasingly busy and requires careful space management to ensure all needs can be met. Currently there are multiple regular workshops and meetings run directly by the Shrub which are core functions, to ensure Shrub targets and goals are achieved. External groups and workshop facilitators may also use the Shrub space when available.
2. This Policy sets out guidelines for space usage at the Shrub, to ensure that regular Shrub events can run smoothly, whilst also creating opportunity for Shrub community members and external groups to utilise the space without issue. This Policy will be accessible to members, staff and the Board of Directors (**Board**).
3. Supporting documents can be found in **Appendix 1** to this policy.

Role of the Shrub as a community space

4. The following should be useful guidelines in the making of decisions about how and when the space can be used and how the Shrub interacts with and supports the community.
5. The principles of the Shrub encourage caring for our community and expanding training and skills opportunities for our members, focusing on the area of sustainability, waste reduction, upcycling and repair skills . The Shrub's values encompass a communal, non-profit organisation that facilitates social change through education on waste reduction and promotion of the circular economy, therefore activities promoting these values will take priority. The Shrub aims to redress societal imbalance in all areas and specifically supporting / nurturing other co-ops.

Spaces at the Shrub

6. There are currently four spaces available for use at the Shrub:
 - a. The **Swap Shop**: this is the most accessible space at the Shrub as it is upstairs. This space is permanently set up as a shop, but is flexible for use and has kitchen and bathroom facilities.
 - b. The **Office**: the downstairs office space is regularly used during weekdays by staff, Board members and volunteers and can comfortably fit 6 people with adequate desk space. It is often used in the evenings for workshops.
 - c. The **Wee Spoke Hub**: this is a fully equipped bicycle repair workshop and is used throughout the week for workshops.
 - d. The **Workshop**: a flexible space for use by the Wee Spoke Hub, general workshops and the Cine Shrub.

Priority space use at the Shrub

7. The regular and core activities requiring space at the Shrub, and the normal times when spaces are in use, are set out in the table below (as currently scheduled). This table is a broad picture of the use of the space and may be subject to variations from week to week. Those wanting to use the space should consult the up-to-date space planner and, if in doubt, the Project Co-ordinator.

Room Bookings	Office	Swap Shop	Wee Spoke Hub	Workshop
Monday	Staff & Volunteer admin work 9am-6pm	Food Sharing Meeting 5.00pm-7.30pm		Upcycling Workshop 7.30pm-9.30pm
Tuesday	Staff & Volunteer admin work 9am-6pm	Swap Shop regular opening 2pm-7pm [Communications meeting every two weeks 6pm-7.30pm]	Bike Repair workshop 5pm-8pm	Bike Repair workshop 5pm-8pm
	Transformation Tuesday Workshop 6pm-8pm	Communication and outreach Working Group meeting 6pm-7.30pm		
Wednesday	Staff & Volunteer admin work 9am-6pm	Crafternoon 1.30pm-3.30pm	Crisis Bike Workshop 5pm-8pm	Bike Repair workshop 5pm-8pm
	Woolly Wednesday 6.30pm-8.30pm			
	Rotating Board/Staff/Open meeting/volunteer party			

	6pm-8.30pm or 4-6:00			
Thursday	Staff & Volunteer admin work 9am-6pm	Swap Shop regular opening 2pm-7pm	Bike Repair workshop 5pm-8pm	Bike Repair workshop 5pm-8pm
		Philosophy Discussion Session 7.30pm-9.30pm		
		Cine-Shrub film screenings 7.30pm-9.30pm		
Friday	Staff & Volunteer admin work 9am-6pm			Screen Printing Workshop 7pm-9pm
	Screen Printing Workshop 7pm-9pm			
Saturday	Screen Printing Workshop 1pm-4pm	Swap Shop regular opening 2pm-7pm		Screen Printing Workshop 1pm-4pm
Sunday		6pm-8pm Friends of the Earth Youth Group		

Types of priority activities

8. Admin & Meetings:

- a. Admin work: the day-to-day running of the Shrub by staff and volunteers occurs in the Office, most weekdays between 9am and 5pm – 6pm;
- b. Food Sharing Open Meeting: Regular open meeting for volunteers and trustees of Food Sharing to attend for updates and action planning. Occurs weekly;
- c. Communications Working Group meeting: Regular planning meeting for issues pertaining to external communications at the Shrub. Occurs weekly; and
- d. Rotating Board/Staff/Open meeting/volunteer party: various meetings for the running and core decision making at the Shrub. Occurs in the Freeshop weekly.

9. Retail:

- a. Swap Shop: regular opening of the shop to allow for one of Shrub's key activities; swapping. Occurs in the Freeshop three days a week.

10. Workshops:

- a. Upcycling Workshop: a workshop or repair session focusing on upcycling skills (occurs weekly);
- b. Bike Repair Workshop: regular workshops teaching bike repair skills (occurs twice weekly);
- c. Crafternoon: a craft focused workshop using upcycled materials (occurs monthly);
- d. Woolly Wednesday: a regular knitting session using upcycled wool and alternative knitting materials (occurs monthly); and
- e. Screen Printing workshop: regular workshop teaching how to make natural dyes and screen print onto upcycled fabric (occurs monthly over 2 days).

11. Educational Events:

- a. Philosophy Discussion session: regular session regarding issues of philosophy and ethics. Occurs bi-monthly; and
- b. Cine-Shrub: regular showings of films pertaining to issues regarding social justice and sustainability. Occurs bi-monthly.

Managing Needs & space use priorities at the Shrub

- 12. All activities detailed above in Figure 1 are core events at the Shrub and therefore have priority over space use. Ideally, an effective space management system will ensure that other activities and external groups can be

accommodated around these priority events. Activities granted priority space use at the Shrub, must be:

- a. An activity directly contributing to core functioning of the Shrub (ie regular Swap Shop opening hours);
 - b. An activity pertaining to the everyday running of the Shrub (ie a Working Group meeting or Board meeting);
 - c. An activity in line with the ethos of the Shrub (ie a workshop teaching the Shrub community about waste reduction and upcycling); or
 - d. An established and integral part of the Shrub throughout its history (ie Cine Shrub film screenings).
13. Beyond this, the Shrub needs to have a sensible way of deciding how and when space will be allocated, which is accessible to Shrub members and those seeking to use the space.

Guidelines for allocating space

14. One dedicated space per week will be kept available for hire, to be used by members with a particular project or by an external group who wishes to apply. This space will be a permanent opening and will be managed by the Project Coordinator, who will be available at this time.
15. In addition to this booking slot, anyone is free to make an application to use the space, when it is free and these applications should be sent to the Project Coordinator. However, groups wishing to use the space should either make their own arrangements for access, or should be aware that access outside the dedicated booking is dependant on availability of volunteers or other staff members. As such, applications need to be made well in advance and groups should try to find their own contact within the Shrub, who is able to grant that access.
16. If activities requesting space at the Shrub do not align with the above requirements, they must fulfil the following conditions:
 - a. The requested space must otherwise be free and not required for core Shrub activities;
 - b. The person(s) requesting space must be a Shrub member or volunteer; and
 - c. The application form (included within this policy in Appendix 1) must be submitted to the Project coordinator at shrubworkshop@gmail.com
17. The Project Coordinator or other responsible person must decide whether to approve the booking, having regard to the available space, ability to access the Shrub and whether the proposed activity is in keeping with the purposes and principles of the Shrub.

- 18.11. The relevant purposes and principles are those referred to in the constitution of the Shrub, any other policies or aims of the Shrub and those set out above in this policy.

Charging for bookings

19. Any facilitator of an activity using the space and charging a ticket fee must contribute one third of money earned to the Shrub, or one fifth of money if the facilitator is a student, member or volunteer.
20. In cases where there is no ticket fee, any donations made to the Shrub, will be gratefully received. This money will be used to maintain facilities, for example, replenishing tea and coffee supplies and paying for heating.

Frequency of bookings

21. To determine frequency of bookings:
- a. Normally power of decision making rests with the Project Coordinator, but longer series of events should be referred to the wider membership or the Board.
 - b. Ideally, long term booking will not be accepted from external organisations, in order to keep space available for Shrub working group meetings and core functions, however exceptions may be made; and
 - c. Groups applying for longer term space use at the Shrub will be required to provide a proposal in writing of how their project fits within Shrub ethos and mission.

Decision making and escalation

22. Decisions as to use of space, the suitability of the groups requesting to use the space and acceptance of bookings, should normally be made in the first instance by the Project Coordinator. However in the case of any doubt or where the Project Coordinator would like the input and assistance of the Board, then any booking can be referred to the Board [or to a suitable working group] to reach a consensus on the booking.

Final Matters

23. The Shrub Space calendar must be accessible and kept up-to-date to indicate when space is available. To access the space planner, see item 1 in Appendix 1.
24. Members who are organising meetings for activities or for working groups should check the Space Calendar and should be sensitive to those who have made a booking which has been approved by the Project Co-ordinator or the Board.

Appendix 1:

Supporting documents

25. The Space Planner can be found [here](#).

26. The Space Hire Application Form can be found [here](#).

Document Revision History

Version	Date	Changes
0.01	21/12/2016	Initial draft document for discussion
0.02	12/01/2017	Second draft document for approval
0.03	24/03/2017	Third draft to fix formatting, align with other policy drafts
1.00	April 2017	Approved by Board of the Shrub