

**3450 EADS STREET - COMMUNITY ROOM GUIDELINES FOR USE BY LOCAL COMMUNITY MEMBERS AND MEMBERS OF THE LOCAL ANC 7D**

3443 Benning LLC (“Benning”), offers to ANC 7D and members of the River Terrace community the opportunity to use the proposed community room to be located at 3450 Eads Street NE, the subject of DC Zoning Commission Case No. 16-20, for purposes of public events that are intended to serve members of the local community.

In providing this space, Benning, through the operation of the building, will absorb the costs required to cover cleaning, electricity, security, heating, air conditioning, and ventilation needed for events.

The following are the specific conditions and entitlements that will be associated with the community’s use of the space.

1. Use of the community room will not be limited by day of the week, but events may not start before 9:00 am (including set-up) and must end by 9:00 pm with the space to be vacated by 9:30 pm.
2. The space will be available on a first come first serve basis after the programming of recurring events hosted by the building operator for the residents and recurring events established by the community.

In other words, the building operator shall establish a schedule of regular weekly events when the space will be reserved for programming to serve residents of the building. The community shall also be entitled to establish its own regular events schedule - up to two, 3 hour long events, per month - where the space will be set-aside for their use.

The days and times of the recurring events of the community may change as long as notification of changes to the recurring dates is provided at least 60 days in advance of the first event where the date and/or time of the event is to be shifted.

3. Where the community wishes to host an event outside of a recurring event, notice will need to be provided to the building operator, in a timely manner: 15 days in advance of the event. Reservations shall be made with Benning’s building operator, via e-mail, telephone, or in person.
4. Access to the community room shall be facilitated by one of the following means:
  - a. During regular building operation hours, when management staff is on duty, a community member who has reserved the space may coordinate directly with building management for access.
  - b. Should an event start or end, outside of regular building operations hours, or occur on a day where building management is not located at the site, a community member who has reserved the space shall coordinate with either the

current ANC Single Member District Commissioner for 7D04, or the Treasurer or President of the River Terrace Community Organization.

5. The current ANC Single Member District (SMD) Commissioner for 7D04, or the Treasurer or President of the River Terrace Community Organization shall gain access to the community room through digital key fobs that will allow them to access the space, on behalf of other community members. These key fobs shall be passed between duly elected representatives when re-elections occur.

Where the SMD Commissioner or the relevant RTCO representative is responsible for providing access to an event, they will also be responsible for supervising events, ensuring that the nature of the event is consistent with the intended purpose of the room and that the room is secured upon completion of the event and left in an orderly condition.

6. Events hosted within the community room shall be community related. The room shall not be used for any form of commercial enterprise, sales, or fundraising activities, nor shall it be used for personal purposes of community members (e.g., hosting a birthday party, wedding, or other similar event). No alcoholic beverage consumption shall be permitted at any form of event.

A generally accepted list of events to be used for guidance by the management, and community members, includes, but is not necessarily limited to, dance or exercise classes (e.g., Yoga or Zumba), theatre rehearsal, community meetings (e.g., RTCO regular meeting or sub-committee meetings), club meetings (e.g., a knitting club or chess club) or, community celebrations. While the space may be used by religious institutions, for secular events, the community room shall not be used for the purpose of a place of worship. Should a permitted event type conflict with normal building operations due to noise, or other secondary affect, building management shall be entitled to use their discretion to prohibit particular times or days when an event may be held to ensure conflicts are minimized.

7. When reserving the community room space, community members shall be required to provide a full list of details regarding their event: purpose, expected attendance, time for set-up, time of event, time for take-down, and the nature of the event.
8. Should any conflict result from these guidelines, between the community and building management, Benning shall act as the arbiter working with the ANC 7D04 SMD Commissioner and ANC 7D President, and the President of RTCO.