

## WAV Community Room Use Guidelines

Approved August 13, 2011 - Updated May 15, 2015

Note: these Guidelines are applicable to all common spaces at WAV  
Guidelines are subject to change without notice

### History

- PLACE (Projects Linking Art, Community and Environment), a 501(c)(3) nonprofit, signed a contract with the City of Ventura in April of 2006 to create WAV — Working Artists Ventura. WAV was designed to include affordable, green homes for people across the income spectrum, including thirteen market-rate condominiums designed for artists, fifty-four work/live rental spaces for artists whose households earned less than sixty-percent of area median income at the time of move-in, and fifteen supportive housing homes for households at the lowest end of the income spectrum including young people aging out the foster care system and households experiencing difficulties with disability and homelessness.
- PLACE's partners on WAV include The City of Ventura, Ventura County, The John Stewart Company and Union Bank

### Purpose of the WAV Community Room

- Provide community meeting space for Residents and Non-residents (**Note:** Special emphasis on public-benefit events and organizations)
- Provide exhibit & performance space for Residents and Non-residents (Note: special emphasis on public-benefit events and organizations)
- Provide special event space for Residents and Non-residents (Note: special emphasis on public-benefit events and organizations)
- Provide space for WAV Meetings
  - WAV Meetings are resident-only meetings including SHORE meetings, resident-sponsored wellness, sobriety, spiritual, and informational gatherings, resident potlucks, coffee gatherings, and the like, that are closed to the public, and where alcohol is not served.
  - WAV Meetings do not include parties and weddings, and typically involve seated discussion.
  - WAV Meetings are not "events," and can be scheduled with a proposal submitted at least twenty-four-hours from the date of the event, and do not require a deposit.
  - **Note:** The WAV Community Room cannot be used to create profit for anyone living at WAV or in the greater community.

### Definitions

- Events
  - **Community Event**  
"Community event" means an event that is of civic, political, public, or educational nature, including state and county fairs, city festivals, circuses, and other public gathering events approved by the local enforcement agency. An event at WAV is a community event if it is advertised to the public. Residents and non-residents alike hosting a "community event" at WAV must comply with City permit requirements.
  - **Private Event**  
"Private event" means an event that is not advertised to the public and is held by

and for members of a sponsoring organization and their invited guests, or by and for a sponsoring person and immediate friends and family; private events do not require permits. If the event is advertised to the public, it becomes a "community event" and permits might be required depending upon the specific event. (County of Ventura Environmental Health Division) **Note:** WAV receptions/parties might be community events or they might be private events depending upon whether they are advertised to the public.

- Advertising

- Advertising means putting out the word in any way to attract the public, for example, flyers, posters, email blasts, banners, open posts on social networking sites (like Facebook), tickets, or media announcements of any kind. Advertising can be specific (see Pablo's Guitar Concert at WAV) or generic (come to the First Fridays Open Gallery at WAV); if it has the purpose of causing members of the public to attend, we will deem it advertising.

- WAV Meetings

- WAV meetings are not "Events" and the term means resident-only meetings, including WAV all-community meetings, working group meetings, SHORE meetings, resident-sponsored wellness, sobriety, spiritual, and informational gatherings, workshops that are closed to the public, resident potlucks and coffee gatherings that are closed to the public.

- Common Area/Public Area

- Common Area, means **areas of the project outside resident units** and restricted areas: common areas must be used principally by residents and residents must have priority over nonresidents for their use: WAV Community Room and Plaza are part of the Common Area.

- Reservation

- Reservation, means completed proposal and deposit delivered.

- Loud or Raucous Noise

- Loud or raucous noise, means sounds from: 1) the use or operation of any radio, musical instrument, boom box, phonograph, television receiver, ipod, video cassette recorder, or any machine or device for the production, reproduction or amplification of the human voice or any other sound or 2) the use or operation of any lawn mower, backpack blower, lawn edger, riding tractor or other mechanical or electrical device or hand tool.

- Resident

- Resident, means a WAV community member who has signed a lease to occupy space at WAV (including condominiums and supportive housing), whether or not the member considers themselves an artist. "Non-resident" means a greater-community member not residing at WAV representing themselves or organizations

### Privilege, not a right

- The use of The WĀV Community Room is a privilege, not a right.
- If you do not meet your commitments to the community in any way, your privilege to use the room may be suspended.
- If you do not meet your commitments under these Guidelines, you may lose your deposit, and your privilege to use the room may be suspended.

### Not responsible for property

- WĀV accepts no responsibility for any damage to art work or personal property. WĀV recommends that insurance be retained by the individual to cover the personal property of the individual.
- If WĀV is required to remove personal property left in the space without permission, WĀV accepts no responsibility for any damage to personal property.

## Hours of operation

- The WAV Community Room hours of operation are by arrangement/appointment only.
- Event sponsors must make arrangements in advance to have access to the space. Access to the space will be given only by pre-arrangement/appointment.

## Non-smoking property

- There is no smoking in or around the WAV Community Room, nor anywhere on the WAV property. Smokers must cross the street to smoke.
- Event sponsors will be responsible for enforcing the no-smoking policy for all attendees of their events, or risk losing their deposit.

## Loud events

- **Residential Community First.** The WĀV community is committed to respecting the neighborhood's right to peaceful enjoyment of their homes. We also wish to create opportunities for a reasonable number of special events that help fulfill the mission of WĀV as a place for the pursuit of the arts.
- Definition of "loud event":
  - A "loud event" is any event that exceeds the city or county ordinance for noise.
  - Inside/Outside Loud Events:
    - Inside Loud Events are events that can be contained within the Community Room with all doors closed
      - Any inside loud event that can be contained within the Community Space with all doors closed will be allowed as scheduled so long as doors remained closed.
      - Reasonable sound limits must be maintained
    - **Outside Loud Events** are events that cannot be contained within the Community Room with all doors closed. Outside Loud Events are events that take place in any common space/public space on or adjacent to the WĀV property and exceed the noise ordinances.
- Two (2) "Loud Outside Event" Per Month
  - There will be no more than two (2) loud, outside events per month by prior arrangement. Reasonable sound limits must be maintained.
  - No impromptu loud outside events.
    - A loud outside event must be approved in advance. An inside loud event cannot open the doors in order to accommodate additional attendees or create additional space for the event if it has not been approved in advance as a loud outside event.
- Duration. The duration of a loud outside event may not exceed four (4) hours in total.
  - Event Sponsors Responsible. Sponsors must accept the responsibility of maintaining reasonable sound limits. Events that exceed reasonable sound limits may be subject to closure, and/or may result in the loss of the deposit.
  - Quiet Hours. All events must comply with WAV's quiet hours:
    - 10:00 pm until 8:00 am, Sunday through Thursday
    - Midnight until 9:00 am, Friday and Saturday
- Event Sponsors must accept the responsibility of abiding by WAV's quiet hours. Events that do not comply with quiet hours may be subject to closure, and may result in the loss of the deposit.

## Reserving the WTG

- Proposal:
  - Send a proposal, in the form of a Venue Request Form, by email to the space coordinator (Sarah Kalvin) at: [info@wavartists.com](mailto:info@wavartists.com) and the WĀV property manager at: [wav@jsco.net](mailto:wav@jsco.net) and to PLACE at [info@welcometoplace.com](mailto:info@welcometoplace.com) no later than noon (12:00 pm) at least sixty (60) days prior to the event. Please address your proposal to Sarah, Nick, and PLACE. Please provide your deposit to the WĀV office.
  - Proposals must include a complete description of event and proposed activities. This description of activities will be the only activities authorized for your scheduled use of space. Also include any intended invitations, promotional materials and electronic notices (\* Note: These will be the only materials approved for use).
- Deposit
  - Provide a refundable deposit of \$150 for WĀV community members, \$300 - \$500 for non-residents (See later section "Deposit.") with your proposal. Make out checks to WAV Apartments and place the deposit check or money order into the mail collection slot on the WĀV office door (no cash).
- **Calendar.** Once the proposal (VRF) materials and deposit have been received and approved, the space coordinator will add your reservation to the calendar.
- **Note:** You may not reserve the WĀV Community Room at a time that has already been reserved. Once the space is booked, it is booked.
- **Ties/Multiple Proposals.** In the event that two requests come in for the facility at the same time, preference will be given to the member household who has previously used the space the least.
- **Insurance.** Provide any necessary insurance certificates and license information by noon, forty-five (45) days before the scheduled date of the event (See later section, "Insurance.") Insurance certificates must name WĀV Apartments Partners, LP and the John Stewart Company as additional insured
- Permits
  - Provide copies of the necessary permit applications by noon, forty-five (45) days before the scheduled start of the event, and copies of any necessary permits by noon, twenty (20) days before the scheduled date of the event (See later section "Permits")
  - Note: If necessary permits have not been received within twenty (20) days of the scheduled start of the event, either the permitted activity (food service, for example) will not be allowed, or the event will be cancelled and half of the deposit will be refunded
- Contract
  - Only four reservations. No Resident or Non-Resident shall be allowed to hold more than four reservations at a time.

## Fee

- **Free.** WĀV does not charge for use of the WĀV Community Space. There is no charge for WĀV members or greater community members for access of the space. It is intended for public benefit and for free and fair use by the WĀV community and the greater community.
- **Seeking donations. The WĀV Community Room does have costs of operation and does seek donations to cover its operating costs.**
- Non-residents may charge or sell tickets for own events
  - Preference will be given to individuals and organizations that provide public benefit
  - WĀV encourages non-resident users to create special affordability for WĀV residents
- **Residents may not charge or sell tickets.** WĀV community members may not charge for use of the space.

- Residents may seek donations through a Fiscal Agent.
  - Residents may request voluntary donations to cover event expenses (not generate profit), so long as all donations are administered by a fiscal agent, currently PLACE: the event sponsor is responsible for collecting donor information and donations by **check (made out to PLACE for WÄV)** or credit card through the PLACE donations site; the sponsor may submit out-of-pocket event costs to the fiscal agent to be reimbursed from any donations actually collected but the sponsor must accept the risk that donations might not cover the event costs; resident sponsors may not submit invoices for their own services in connection with their showcase; net proceeds from fundraisers will be used to benefit WÄV.
  - All signs, promotional materials and electronic notices must say, "Suggested Donation to PLACE for WÄV".
  - The community can decide to change fiscal agents with the approval of PLACE

### Deposit

- There is a refundable damage deposit for use of the space due at the time of your reservation. (Note: your reservation will not be considered until the deposit is received). The deposit will be used to cover any damages to the space, or in the event that these Guidelines are not followed.

### Addendum to your lease

- If you are a resident, these guidelines are a part of the House Privileges and Commitments and are considered an addendum to your lease

### Insurance

- WÄV liability insurance protects the project for injury and structural damage during intended use of the WAV Community Room, but will not cover damage to residents' property, nor the property of the hosts/sponsors of the event. It does not insure from liability the hosts/sponsors of a gathering or event.
- Ordinary Use by Residents. WÄV insurance covers the project for WÄV meetings and ordinary use of the Community Room by residents to exhibit, perform, or display their art with a possibility of sale, with donations to PLACE for WÄV accepted.
- Ordinary Use by Non-Residents. WÄV insurance protects the project for Non-resident meetings and ordinary use of the Community Room by non-residents to exhibit, perform, or display their art with a possibility of sale, with donations to PLACE for WÄV accepted, but will not cover damage to residents' property, nor the property of the hosts/sponsors of the event. It does not insure from liability the hosts/sponsors of the gathering or event.
- Proof of liability insurance naming WÄV Apartments Partners LP, and the John Stewart Company as additional insured will be required for:
  - Ticketed events. Non-residents selling tickets or in any way charging for access to an event.

### Food service

- Food may not be sold or served at a community event in any WÄV common or public spaces.
- Exceptions:
  - If a catering service or restaurant prepares food in a licensed facility off site, and
  - If said catering service or restaurant provides a copy of their license to prepare food and serve it off site, and
  - If said catering service or restaurant provides a copy of their insurance policy which names WÄV Apartments, LP and the John Stewart Company as additional insured.

### Alcohol service

- Alcohol may not be consumed, served or sold in any common or public spaces at the WÄV.

## Permits

- Private events intended only for members of an organization and/or their invited guests do not require permits
- Community event sponsors will be required to provide copies of all necessary permits for the intended use of any common or public spaces:
  - Food & Beverage. County of Ventura Environmental Health Division (food and beverages)  
[http://www.ventura.org/rma/envhealth/programs/comm\\_serv/food/event.html](http://www.ventura.org/rma/envhealth/programs/comm_serv/food/event.html)
  - The sponsor can provide licensed and bonded security for the duration of the event, including a copy of the licensed and bonded status of the security (Note: this requirement does not apply to a Resident Private Event), and
  - Special Uses. For example: State of California (sellers permits for temporary business location) <http://www.boe.ca.gov/sutax/faqseller.htm>

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