

The Root Social Justice Center
28 Williams St., Ground Fl.
Brattleboro, VT 05301
802.254.3400 therootsjc@gmail.com

Guidelines for using the space

Welcome! We are so happy you are here in this space. Please refer to The Root's purpose, vision, and beliefs [in progress!] -- and keep them in mind while you use the space.

Here are some things to remember while you are here:

Leave the space better than you found it! We rely on community support to keep this place going strong.

Please respect that this is an office space as well. The cabinets under the microwave are labeled "community" -- you can use the items in these cabinets.

Please bring your own food to consume while you are in this space.

Checklist for when you leave:

Sweep the areas that you used - Brooms are in the front closet, near the main entrance.

Please use the trash, recycling, and compost containers. Trash and compost containers are labeled and to the left of the small refrigerator; recycling is in the cabinet under the refrigerator. Please look at recycling guidelines on the wall to figure out what is recyclable.

If the trash can is full, please empty in the dumpster in the parking lot south of The Root.

Wash all dishes used and leave them on the drying rack. Don't forget the coffee pot!

Wipe down all surfaces.

Turn off all lights.

If you have turned on or up the heat, please turn it to 55 degrees before you leave. The thermostat is to the left of the big sliding door.

Put things -- including furniture -- back where you found them. Please see layout of The Root located on the wall of the "kitchen" area as a guide.

Lock both the front and back doors.

Remember to put the key back into the lockbox and lock it when you leave.

Internet: NETGEAR85 Password: largeairplane204

Donations are greatly appreciated! There is a donation box by the door, or you can donate on our website: www.therootsjc.org

Also, please fill out the feedback form on the back of this page! It will help us make the space better for everyone.

Thanks,

The Root Social Justice Center collective

Emergency contacts: Shela (collective member): 802-275-2363; Alex (collective member): 413.896.7264; Hannah (landlord): 802.579.9797; Ken (building maintenance): 802.830.0637

Please fill this out after you use the space and leave a copy in the folder on the wall near the door. Your feedback is really helpful. Thanks!

Name of group:

Contact person/info:

Event:

Date:

	Absolutely	Mostly	Sort of	Not at all	N/A
The space was physically accessible	1	2	3	4	5
The space was financially accessible	1	2	3	4	5
The space was clean when you arrived	1	2	3	4	5
The space was welcoming	1	2	3	4	5
There was enough room for everyone	1	2	3	4	5
Everyone was comfortable	1	2	3	4	5
The process for using the space was clear, including clean-up responsibilities	1	2	3	4	5
The Internet worked	1	2	3	4	5
The projector worked	1	2	3	4	5

What worked particularly well for you in the space?

What could be improved?

How many people attended?

Would you host an event here again?

Other comments?