

Spark-Y: Youth Action Labs Terms and Conditions for the Provision of Workshops and Seminars by Community Members

Introduction

Spark-Y: Youth Action Labs is a non-profit dedicated to youth empowerment and sustainability (hereafter referred to as '**Spark-Y**', '**us**' or '**we**'). Spark-Y operates an urban growing space, meeting space and creative space at 681 17th Ave NE., Minneapolis Minnesota ('**space**'). This document is an outline of terms and conditions, payments needed, and profit sharing expected between Spark-Y and a community member or guest (hereafter referred to as '**host**') provider of workshops, seminars, classes, etc. (hereafter referred to as '**workshops**') before, during and after the application process.

This document is applicable to the teaching of any material by non-Spark-Y staff that takes place at the space.

Liability

1. All hosts will adhere to all parts of the Terms and Conditions for Space Usage document, including those pertaining to hosts. Keep in mind that according to part 19 of that document: "hosts are responsible for creating an environment of openness and acceptance, and are responsible for putting a stop to hate speech, discriminatory practices, bullying or otherwise alienating behavior."
2. Hosts will retain intellectual property rights to any content created by them. Spark-Y makes no claims of ownership to content created by the host.

General Requirements

3. Each workshop will have an attendee limit of 35 individuals.
4. Spark-Y will impose no lower limit on the number of instructors beyond the minimum of 1 host per workshop, although a student-to-instructor ratio no higher than 20:1 is recommended.
5. A minimum of one Spark-Y team member must be present for the duration of your workshop to supervise the usage of the space.
6. The space may be used for a maximum of 3 hours after 5pm on weekdays or by special arrangement.
7. The space may be used on weekends up to 8 hrs pending staff availability.
8. The space must be booked no later than a month in advance.

Expectations of Hosts

As a condition of their acceptance into the Spark-Y Guest Workshop Provider Program, all hosts must meet the following criteria.

9. All hosts must pass a one-time background check performed by Spark-Y.
10. All workshop content provided by the guest is to be scientifically sound, well researched and accurate.
11. To determine if workshop content adheres to Spark-Y policy, an outline of each new workshop will be provided to Spark-Y staff.
12. Any promotional materials developed for the workshop that include the Spark-Y name or logo must meet Spark-Y Brand Guidelines and be approved by a Spark-Y staff.

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13. Hosts will bring their own materials and supplies, if any are needed to deliver the workshop.
14. Any cancellation of workshops will be given 48 hours in advance. Failure to do so will result in a fine of \$30 and may result in termination from the program.

Expectations of Spark-Y

By scheduling a guest workshop at the space, we are agreeing to provide the following.

15. We will provide resources to include in digital or print advertising, such as our logo and pictures of the space.
16. We will share social media posts made by the host one time each on Facebook and Instagram.
17. We will provide equipment and resources at the agreed upon rates, including staff, for ticketing and accepting both digital and cash payment.
18. We will disburse funds acquired through digital and cash ticket sales in the appropriate ratios according to our cost sharing agreement.
19. We will provide a clean and usable space with working equipment as requested (see #23).

Monetary policy and fees

20. Ticket price is set by the host.
21. Hosts will pay the per new workshop fee of \$30 to pay for review of materials and sharing of promotional materials over Facebook and Instagram. This fee is not applicable to workshops that have been held before at Spark-Y.
22. At least one Spark-Y team member must be on site for the duration of the workshop. \$30 per hour, per Spark-Y team member will be paid at the time of booking.
23. Spark-Y charges a site usage fee of 30% of ticket sales.
24. Cancellation of a workshop one month or less in advance will incur a \$30 fee.
25. Funds from ticket sales will be dispersed no later than 30 days after the event.
26. Special space usage needs may incur an additional fee for setup and cleanup, to be disclosed at the time of booking. Example: lab equipment, staging for demonstrations, livecasting.

Host _____ (print name) hereby agrees to the above stipulations.

Host signature: _____ Date: _____

Spark-Y Staff Signature: _____ Date: _____