



ADAMS MORGAN COMMUNITY CENTER

ABOUT

The Adams Morgan Community Center (AMCC) is a gathering space for our local community. Our mission is to support and empower the artistic and philanthropic endeavors of our neighborhood while celebrating the rich history of the Adams Morgan area.

The purpose of the Adams Morgan Community Center is to act as a non-profit incubator and arts space. The AMCC supports citywide nonprofits and artists who may not have their own space for events, workshops, and meetings by providing no-cost access to our comfortable, professional and creative meeting rooms and gathering areas. With a rotating exhibit of local artwork, including paintings and photographs, the AMCC also highlights local talent and the neighborhood's history.

Reservations for the space(s) can be submitted via our website and will be screened for eligibility and availability by a committee consisting of the Adams Morgan Community Center Coordinator, the LINE DC's Community Liaison, the LINE DC's Managing Director, and ANCIC (the advisory commission which oversees the Adams Morgan area).

The Community Center is strictly for **not-for-profit** use, meaning neither the hotel nor anyone using the space will be allowed to exchange money or goods for the use of the Community Center or within the Community Center walls. Any transactions regarding art that appears in Community Center exhibits should happen outside of the space, coordinated separately by the artist. Community Center management will have contact information readily available of any artists whose work is exhibited in the space to share with guests who inquire about purchasing. Reservation requests for events that will raise funds for nonprofit organizations will be evaluated on a case-by-case basis, and the Community Center management committee reserves the right to deny use of the space for any events or organizations not in keeping with the guidelines specified, for reasons relating to space availability, profit restrictions, or otherwise.

The Community Center is a self-contained space with its own ADA-compliant entrance, elevator, and restrooms with changing tables. The total space encompasses approximately 4,000 square feet, which is divided among two floors and several spaces: a conference-style meeting space and reception area on the first floor; a meeting-style room on the lower level; and a large, multipurpose gallery and small performance space adjacent to the meeting room with lounge seating.

Though the Adams Morgan Community Center is physically part of and maintained by the LINE DC, it functions as a separate entity. This means that any person(s) who enter into an agreement to utilize the Community Center are entering into that agreement with the Community Center only and not with the hotel. The hotel will not be responsible for promoting, managing or otherwise engaging with events

that occur within the Community Center. **Reservations for hotel space, including ballrooms and meeting rooms within the hotel, will be handled separately by the LINE DC sales team at sales.dc@thelinehotel.com.**

COMMUNITY CENTER GUIDELINES FOR USE

The Adams Morgan Community Center exists to serve local non-profits and artists by offering much-needed space to gather, create, perform, and give back to the community. The AMCC is devoted to a mission of always **GIVING** and never **TAKING**.

Non-Profit Organizations wanting to request use of the Community Center space must meet the following guidelines:

- The organization must be a verifiable 501(c) organization;
- The organization must be headquartered within Washington, DC, Ward 1;
- If the organization is **not** headquartered within Ward 1, proposals will be evaluated on a case-by-case basis **if the event will specifically benefit members of the Adams Morgan community**;
- The organization must not use the space for profitable means with the exception of fundraiser events where the money will go directly to a registered 501(c)(3) (evaluated on a case by case basis);
- Events requiring use of the space for **more than three hours at a time** will be evaluated on a case by case basis and accepted only if the space is not needed by other entities;
- In order to ensure fair use of the space, in the event that multiple organizations request to use the space during the same time period, priority will be given to any organizations who have not utilized the space before, or who have waited a longer period of time to re-utilize the space.
- Recurring events by the same organization are allowed; these will be added to the calendar for up to **2 months** at a time after which the event will be re-evaluated by all parties and extended for another 2 months if deemed appropriate.
- If an organization that requests the space is not a registered nonprofit, proposals will be evaluated on a case by case basis **if they are determined to be of benefit specifically to the Adams Morgan community**. Priority will be given to events that are open for members of the Adams Morgan community to participate in, and all others will be evaluated based on their direct value to the community.

Artists wanting to showcase work in the space must meet the following guidelines:

- The artist must be headquartered (reside or keep a studio space) in Washington, DC, with preference given to those in the Ward 1 area, and particular preference to those in the Adams Morgan area;
- The artist will not be allowed to include any pricing information for artwork(s), though contact information for potential clients will be available from Community Center management;
- The art exhibited must be of value to the community, whether historical or cultural;
- Each artist will be allowed to exhibit within the space for a maximum timeframe of **four weeks**;
- In order to ensure fair use of the space, the artist must not have exhibited art in the space **three months** prior to the request date. If the artist requests to host another exhibit before the three month period is up, space will be granted based on availability;
- The Community Center management committee reserves the right to determine how the art is displayed in the space, including use in historic and cultural exhibits;
- In the event that multiple artists request to use the space during the same time period, priority will

be given to any artists who have not utilized the space before, followed by those who have waited a longer period of time to re-utilize the space.

Guidelines for fundraisers:

- The AMCC management committee will allow fundraiser events to occur within the AMCC on a case by case basis if the money collected will go directly to a registered 501(c)(3) headquartered in Ward 1. In this case, the AMCC management committee will request the organization's tax ID (EIN) for verification purposes prior to the event.

In general, we seek to ensure that **the Adams Morgan Community Center is a safe, welcoming space for all people, regardless of race, religion or creed.** In keeping with this mission, the Adams Morgan Community Center management committee reserves the right to deny use of the space to any person(s) or organizations whose mission, event, or purpose is deemed to be profane, offensive, or otherwise alienating to members of our community, at the discretion of the committee. Any requests to use the space that are deemed questionable will be brought before the ANC for further discussion. Any requests from organizations that will not directly benefit or be open to the Adams Morgan community will be denied. The Community Center management committee will, from time to time, choose to host events, workshops, and exhibits within or outside of the space that may involve partnerships with local organizations and/or artists, particularly ones that offer benefits to members of the local community that could not happen without use of the space. These events will be open to the public and the selection process for these will be completely transparent to the community through our partnership with ANC1C, through the online submission form, and upon request.

The Community Center management committee will **not** take payment in any form for use of the space, during events in the space, or in any capacity regarding the space. **Any money collected for fundraising events held within the space must be handled directly by the event hosts or the nonprofit organization benefitted.**

The Adams Morgan Community Center is an alcohol-free zone.

Any requests for the space should be submitted to www.thelinehotel.com/dc/communitycenter and will go directly to the LINE DC's Community Liaison, who will revise to ensure that they meet the guidelines specified above and to check against the calendar of Community Center events. The request will be elevated to the LINE DC's Managing Director and ANC1C commissioners as needed, with final approval given via community vote if deemed necessary.

Artists, organizations or others who utilize any space within the Adams Morgan Community Center will be asked to sign documentation agreeing that they alone are responsible for managing their event or exhibit and procuring any supplies needed for said event. The LINE DC's Community Liaison will be available for support to the extent that they are able to provide it. Any event hosts who require food for their event must make this known in their space request, and are responsible for providing their own food. Only non-alcoholic beverages are allowed within the AMCC space.

Should any person(s) or organization(s) fail to follow the guidelines included in these guidelines and the space waiver (including damages to the space, failure to create a respectful environment, and bringing alcohol into the AMCC), they will not be allowed to host future events in the AMCC.

COMMUNITY CENTER OPERATIONS

The general upkeep and maintenance of the space will be completed by the LINE DC in the following ways:

- Housekeeping services will clean the space once a day, with additional cleanings to occur after events (any deep cleaning that is needed as a result of damages from an outside event will be billed back to the event host);
- The hotel's security team will include the center on their daily rounds, and will be on hand for assistance during high-traffic events;
- The hotel's engineering team will be available for repairs as needed (damages that occur as the result of an outside event will be billed back to the event host);
- The Community Center management team will be on site for events, during installations and breakdowns as available, and to assist in liaising between the event host and the community/hotel.

Additionally, AMYLA and ANC1C have the right to use office space within the center and will be allowed to utilize the meeting spaces as well in accordance with the events calendar (these event requests must be submitted through the online submission form for approval). The LINE DC will also have a representative on hand during events held outside of regular business hours. Any entities wanting to utilize the space - either for events or to display work - will be required to sign a waiver explaining that the Community Center is a high-traffic area, and, as such, the LINE DC is not liable for potential damage to art or materials belonging to entities using the space.

ABOUT AMYLA

AMYLA (formerly known as the Adams Morgan Youth Leadership Academy) was founded in November of 2008 by native Washingtonian Nigel Okunubi with the goal of recruiting and training the next generation of classroom, community, and workforce leaders. AMYLA is the resident nonprofit partner of the Adams Morgan Community Center and, as such, will be the only nonprofit that has permanent office space within the center. AMYLA is not responsible for managing the AMCC or any events hosted in the Community Center, and any requests to use the space will go through the AMCC management committee and not through AMYLA.