



STONYBROOK NEIGHBORHOOD ASSOCIATION

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Brookley • Burnett • Dungarven • Forest Hills • Gartland • Kenton • Lotus • Meehan
Plainfield • Rockvale • Rossmore • Shurland • Stedman • Stonley • Washington • Williams

Community Room Application

Organization Name

Mission

Address

501-C3 Number

Contact Person Name/Title

Phone

Email

Annual Budget (estimated)

Number of Staff

Thank you for considering becoming a Partner Organization to manage and use the community room at 141 McBride Street. Below are some questions that will help us (the SNA) get to know your organization better and to help us see if your organization will be a good match for the mission of the SNA and for the responsibilities of the community room. We look forward to getting to know you and your organization through this application process. Please send all applications electronically to snacommunityroom@gmail.com.

Specific RFP Questions

Organizations responding to this RFP should include answers to the following questions in their response.

1. Tell us about your organization and how you help or serve the community.

2. How long has your organization been in existence?
3. How would your organization use the space to further your organization's mission? Include description of the types of programming, how often this would happen, number of people served, and demographic of people served.
4. How would you envision physically setting up the space?
5. Part of the responsibility of having the Community Room space is to make it available to other community groups and organizations for use. This would require logistical and physical management. We want to know that the Partner Organization has interest and capacity to manage this responsibility. Please describe how you would manage the sign out, use and maintenance of the community room among interested groups.
 - 1) How does making the space accessible to other groups match with your organization's mission?
 - 2) How would groups sign up to use the room?
 - 3) How would groups gain access to the space? (ie: unlocking, locking, etc)
 - 4) Please include a draft policy of room usage. (This can be brief.)
 - 5) Please include any other things you will consider in managing the community room.
 - 6) Is there anything else you would like us to know? Any questions or concerns regarding the community room?

Thank you for taking the time to submit this application! The deadline for submission is: November 29, 2019. Please contact David Vitale-Wolff at snacommunityroom@gmail.com with questions about this application.