

# Oakwood Community Center

## Residency Application

Oakwood Community Center strives to be a welcoming place for activities that bring neighbors together and build bridges among grassroots organizations in the City of Troy. We provide residencies to organizations that help to advance this mission. Residencies provide access to Oakwood’s multi-purpose room (“lower parlor”), kitchen, meeting rooms, and/or sanctuary, for up to three months (renewable). Organizations seeking to reside at the Oakwood Community Center must complete this application form and returned to Oakwood at [oakwoodcommunitycenter@gmail.com](mailto:oakwoodcommunitycenter@gmail.com); 313 Tenth St Troy NY 12180 or call 518 274-2434 to arrange a time to drop off in person. Applications are reviewed by the Residency Committee.

Please give your organization’s name and a contact person with phone number and email address.

Organizer:

How does your organization support Oakwood’s mission to bring neighbors together and build bridges among grassroots organizations in the City of Troy?

Oakwood currently houses a food pantry, a monthly community dinner, ESL classes, and numerous other programs (see our website). In what ways will your organization interact with and support programs that are currently present at Oakwood Community Center (for example, by volunteering or collaborating)?

What are your space needs? Please indicate the part of the building you would like to use, the activities that would take place, the intended participants, and the intended date range and time of day.

How will you promote your program and recruit participants? In particular, how will your program connect with the neighborhoods adjacent to Oakwood Community Center?

What is your organization's annual operating budget and what are your major sources of funding? Please indicate whether you have tax exempt status.

We strive to make space available at an affordable cost. However, our operating expenses include staff, heat, electricity, internet service, cleaning, insurance, and building upkeep. To cover these costs, we ask the groups that use our space to contribute \$10/hour if they are using a small meeting space, and \$25/hour if they are using the larger event spaces or kitchen. Please indicate how your organization is planning on covering these fees (e.g. through grant writing, donations from participants, fundraising event, etc.). [If paying fees would make your residency impossible, what alternative form of support could you provide to Oakwood (e.g. cleaning, repairs, yard work, office help, etc.)? Please be as detailed and specific as possible.]

### **Addendum for Youth Programming**

Please answer the following questions if your program plans to include youth under the age of 18, unaccompanied by a parent.

What is the ratio of adult to youth?

What training/experience do adults in your program have, working with youth?

What is your plan for ensuring the safety of the youth participants?

How will you obtain parent permission for the youth participants of your program?

Are you able to obtain & afford your own insurance policy independent of the community center (roughly \$600/year)?

Would you all adult facilitators of your program be willing to attend an orientation for youth programming at Oakwood Community Center?

