

bookings@theadvocacyacademy.com

A GUIDE TO HIRING OUT THE LIBERATION CENTRE

"If you have come here to help me, you are wasting your time. But if you have come because your liberation is bound up with mine, then let us work together." -Lilla Watson

WELCOME TO THE LIBERATION CENTRE!

The Advocacy Academy are youth organisers working to create a more fair, just, and equal society, by building the collective power of young people to bring about change. We train young people with lived experience of injustice to achieve long-term systemic change for themselves and the communities they live in. Based in Brixton since 2014, we are committed to building a better world today.

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Our headquarters, **The Liberation Centre**, is located on Station Road and is open to all young people, organisers, artists, parents, dancers, workers, agitators, uncles, aunties, grandparents, neighbours, trouble-makers, and dreamers who believe that a better world is possible, and are doing their bit to make it happen.

We want our space to be a thriving hub where we build the world we want to see - with justice, power, and community, and love at the heart of our practice and our space-making. We therefore offer our space to be shared by those who share our values, and align with our mission.

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WHAT IS OUR OFFER?

The Liberation Centre covers 102 square metres / 1100 square feet of space over two floors, in the previously unused and newly converted Beehive Place on the side of Brixton Rec. These facilities and offers are all subject to availability.

Demand for space is high so we recommend you reach out in good time if you want to use the space or access a particular offer.

- **Accessible and affordable coworking space** with both hot desking and regular desk space for organisers and youth workers
- **Meeting, training, and organising spaces** for local community, charities, organisations, and campaigning groups, political groups and everyone in-between.
- **Event spaces** for creative works, citizen assemblies, community events, campaign meetings, and safe spaces for young people to meet, gather and work together to make change happen
- **A kitchen space** for events, meetings, and activities - with a kettle, microwave, an airfryer, hot plates, a dishwasher, teas, coffees, cutlery, two fridges, mugs, plates, glasses
- **A training and education space** for classes of up to 60 people per floor
- **An archive, resource library and gallery** of youth organising work
- **A cosy film-screening facility** in our auditorium

HOUSE RULES

On Community Culture:

- **We have the right to be treated with dignity, love¹, and respect regardless of our race, class, gender identity, sexual orientation, ability, mental health status, age, religion, immigration status, and/or involvement with the criminal justice system.** We also have the responsibility to treat all people the same way we deserve to be treated.
- **We agree to uphold a culture of respectful challenge to any and all oppressive language or behaviour,** and to be led by those who experience it. We are only as free as the most oppressed members in our community, and this is a space for building a movement based on solidarity and dignity for all.
- **We have the responsibility to encourage the growth and development of ourselves and others.** We will share knowledge, we will share resources, we will share joy, and we will share news with those around us and encourage curiosity and dialogue in this space.
- **We agree to respect, protect, clean, and maintain our physical spaces.** We agree to respect each other's belongings, and to not assume that women, non-binary people, and other people traditionally assigned maintenance, cleaning, and care work in the movement will clean up after everyone.
- **There is no justice on a dying planet.** We will be mindful of the resources we use, and we will do our best to recycle and reuse what we can.

¹ By love we mean the practice of deep, unconditional compassion and commitment to justice and the well-being of all individuals and communities.

- **We agree to be mindful of how much space we are taking up at events, meetings, or just around the building and to consider how our actions and words might impact those around us.**

On Safety And Care:

- **Safety is a collective task.** We agree to look after each other, we ask each other how we are doing, and we keep each other safe.
- **We are responsible for creating an environment free from violence, weapons, harassment, or exploitation of any kind.** We do everything we can to not cause harm to each other in this space.
- **We practise active consent.** We don't make assumptions of people's physical boundaries, and ask before touching anyone in the space. *Example: someone is upset, and they are sharing their difficulties with you. You ask if it is ok to hug them. They say yes or no. You respect their choice, and act accordingly.*
- **Conflicts and disagreements are normal, violence is not.** Conflicts should be resolved through non-violent communication and mediation², not coercion or harm. If you are having problems with someone in the space, or problems with violence or harm in your community, reach out to TAA staff and let's have a chat about how to resolve the issue.
- **This space is not a border or a stop on the way to prison. We have a responsibility to support those most at risk in our communities.** We will not ask for anyone's migration status here. When we host events in The Liberation Centre, we will do everything in our power to not endanger or threaten the freedom, safety, dignity,

² We are defining this as a conflict where people are in disagreement / in a conflict. If you want a mediation process, please consult our Grievance Protocol for how to access that resource. If you have feedback on the management of the space, please use the feedback mechanisms available.

or health of our undocumented and/or overpoliced community members. If we take riskier actions in the space, we do so with the explicit consent of those most vulnerable in our community. If you are planning an event/ a meeting involving the presence of active police personnel, please talk to the Community Team about its purpose, and let us know well in advance so we can communicate their presence to our broader community of users and members. We reserve the right to say no to such events.

- **We have the right to a sober environment and to access recovery resources.** Our community members struggling with substance abuse recovery deserve spaces that are safe for them, and children and underage people in our community deserve spaces that centre their wellbeing. Our community members who don't use alcohol or drugs for various reasons, including religious and health reasons, deserve spaces that cater to them.

The Liberation Centre is a sober space, and The Advocacy Academy's programmes are run as sober spaces. If you struggle with sobriety and would like to participate in programmes, you are welcome and safe here, but please contact the Community Director and for a chat on how to enable your access in a way that upholds our commitments to sobriety. We strive to not keep alcohol on our premises, however if you are putting on an event where alcohol is served, please speak through your needs with the Community Team so we can help you with your safety planning. We will ask that you have a rigorous plan on how you will ensure that under 18s do not consume alcohol and that you are also offering non-alcoholic options for attendees. We do not have an alcohol license so you will not be able to directly sell alcohol (but, you could give it in return for a donation).

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BOOKING THE LIBERATION CENTRE

Want to use the space? Check our calendar to see availability for your dates and then drop our team a message on bookings@theadvocacyacademy.com

Please let us know:

- What date(s) you'd like to use the space & timings (including set-up and pack-down time)
- What kind of group/organisation/organiser are you?
- What you'll be using the space for & how many people you are expecting (just a brief description is fine!)
- What space/offer you're interested in - see here for our spaces [coming soon]
- Whether you need a projector
- Which payment bracket you fit into - see our hire rate philosophy below
- The name of the lead person who will be responsible for your booking and how to best get in touch with them

Once you're booked in, we'll email you our **Liberation Centre User Handbook** and will ask you to come and meet us in person at the Hub ahead of your event for a cup of tea, and a tour to see the space you're hiring out as well as go over important safety and accessibility processes, before we hand over the keys!

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After your booking is complete, we would appreciate it if you could share your experience of the space and how your event went. It helps us make sure the space is meeting the needs of the community, fulfilling its purpose, and also helps us keep the space funded.

If you are booking multiple dates, please book for only 3 months in a row as we are trying to accommodate many different groups and needs in the community.

OUR HIRE RATE POLICY

We want to offer our space to as many activists and changemakers as possible, while also finding a way to, quite literally, keep the lights on. In the hope of adopting an approach to hiring our the venue that is as socially just and as equitable as possible, The Advocacy Academy has designed a transparent hire-rate policy. We want to challenge the default practice that people pay according to the time using the space, rather than their contribution to the movement and ability to pay. We ask you to choose the level that best reflects the nature of your work, the part you are playing in the pursuit of a better world, and what you are able to contribute to supporting The Advocacy Academy's movement.

We don't want to turn good friends, neighbours, co-conspirators, and comrades away. If none of these options work for you, let us know and we can have a conversation about how to make the space available for you.

We also want to be able to share as many of these exciting events and opportunities with our Advocates as

possible. We ask, regardless of which level you believe you sit in, that you consider supporting the development of our young activists. This could include reserving some places for our Advocates to attend your event, or offering the young people another opportunity through your work.

It costs us around £290 a day to operate our space - please bear this in mind when going through our solidarity scale.

BOOKING A SPACE FOR GROUPS FOR 3 PEOPLE OR MORE

Option 1 £40 day rate (6+ hours) £25 half day rate (3 hours) £15 for 1.5 hours or less	<ul style="list-style-type: none">• There is limited funding to cover the cost of the work (e.g., through a ticketed event, grant funding), and/ or you are a small local organisation or informal group• Your work sits within justice or you work with young people or disadvantaged groups
Option 2 £100 day rate (6+ hours) £65 half day rate (3 hours) £40 for 1.5 hours or less	<ul style="list-style-type: none">• You can't afford to hire similar sized spaces in South London• You are a small not-for-profit organisation with regular funding for your work - with an income of less than £50,000 a year.
Option 3 £300 day rate (6+ hours) £190 half day rate (3 hours) £110 for 1.5 hours or less	<ul style="list-style-type: none">• You can afford to hire similar sized spaces in South London and are choosing to support The Advocacy Academy in your venue choice.• You have a turnover between £50,000- £150,000 a year• You are a small to medium-sized company, a medium sized not-for-profit

	or similar with funding or profit incentive as part of your work
Option 4 £700 day rate (6+ hours) £440 half day rate (3 hours) £250 for 1.5 hours or less	<ul style="list-style-type: none"> You can afford to hire similar sized spaces in South London and are choosing to support The Advocacy Academy in your venue choice. You have a turnover between £150,000- £800,000 a year You are a small to medium-sized company, a medium sized not-for-profit or similar with funding or profit incentive as part of your work

SOLIDARITY RATES: If you are a bigger, funded organisation or a for-profit enterprise looking to hire out our space, we'd appreciate you paying a **Solidarity Rate** for the use of our space. The Solidarity Rate helps make the space available for underfunded and marginalised groups and communities who need it but can't pay for use.

The rates below are a suggestion for what a solidarity donation can look like - in reality, you'd suggest a donation you can make, and we'd have a discussion to see if it covers the work needed and is fair.

Option 5 £1,300 day rate £820 half day rate	<ul style="list-style-type: none"> Suggested rate of a minimum of £1,300 for larger charities or small to medium sized enterprises who want to support TAAs work and help make the space available for smaller organisations and grassroots groups.
Option 6 £2,000 day rate £1,250 half day rate	<ul style="list-style-type: none"> Suggested minimum rate of £2,000 for events by larger companies and entities who want to contribute to TAA's work by using our space.

INCLUDED IN YOUR BOOKINGS:	ADDITIONAL SUPPORT FOR AN EXTRA FEE:
<ul style="list-style-type: none">● Chairs x 100● Teas and coffees● Cutlery, plates, mugs● List of recommended caterers● Access to a TAA staff member on call● Sound system (no microphone yet)● Access to TV space● Access to a projector● Flipcharts and post-it notes● Pens● Games● Access to our social justice library● Access to our co-working space downstairs in your own dedicated area● Access to a quiet room	<ul style="list-style-type: none">● Organise catering● Facilitation support● Receiving deliveries ahead of meetings / keeping things in our space ahead of the booking

Our space is an open meeting space and we welcome people to use it and see it as such.

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While all who ask to use our space explicitly agree to follow and respect our House Rules through their request, we still reserve the right to say no to groups wishing to use our space who we feel don't follow our values as a movement.

Got feedback, complaints, or concerns about any particular group using the space? Email bookings@theadvocacyacademy.com

A Note on Parties

We love when groups use our space for moments of joy and celebration and recognise that parties play a huge role in this. If you are planning to use the space for a party then we ask that you:

- Contribute at a minimum of Option 2 pricing
- Send a deposit of £50 to cover any potential damage
- Ensure that you deep clean the space post-party (sweep, mop, wipe surfaces, take out all bins)

CANCELLATION POLICY

Option 1: Please give us **a week's notice** if you can no longer make your held date. Failure to provide notice means you are put on a probationary period and will get one strike against your record. 3 strikes mean you will not be able to book a space for a minimum of 6 months.

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Option 2-6: Please give us **a week's notice** if you can no longer make your date for a full refund. Failure to comply means we keep 50% of the booking fee to compensate for our labour.

ACCESSIBILITY

At The Advocacy Academy we take disability justice seriously and our work to improve the accessibility of our Centre is active and ongoing. Our space is fully accessible with lifts, wide doors, accessible loos, an accessible fire escape, quiet working booths, a quiet room with sensory tools and a portable hearing loop. We are continuously working on better resourcing our space to meet more accessibility needs - so if you have ideas or thoughts about this, get in touch with us!

Need any further information ahead of your event?

Just drop bookings@theadvocacyacademy.com an email and we'd be happy to help.

PHOTOS

MAIN SPACE:

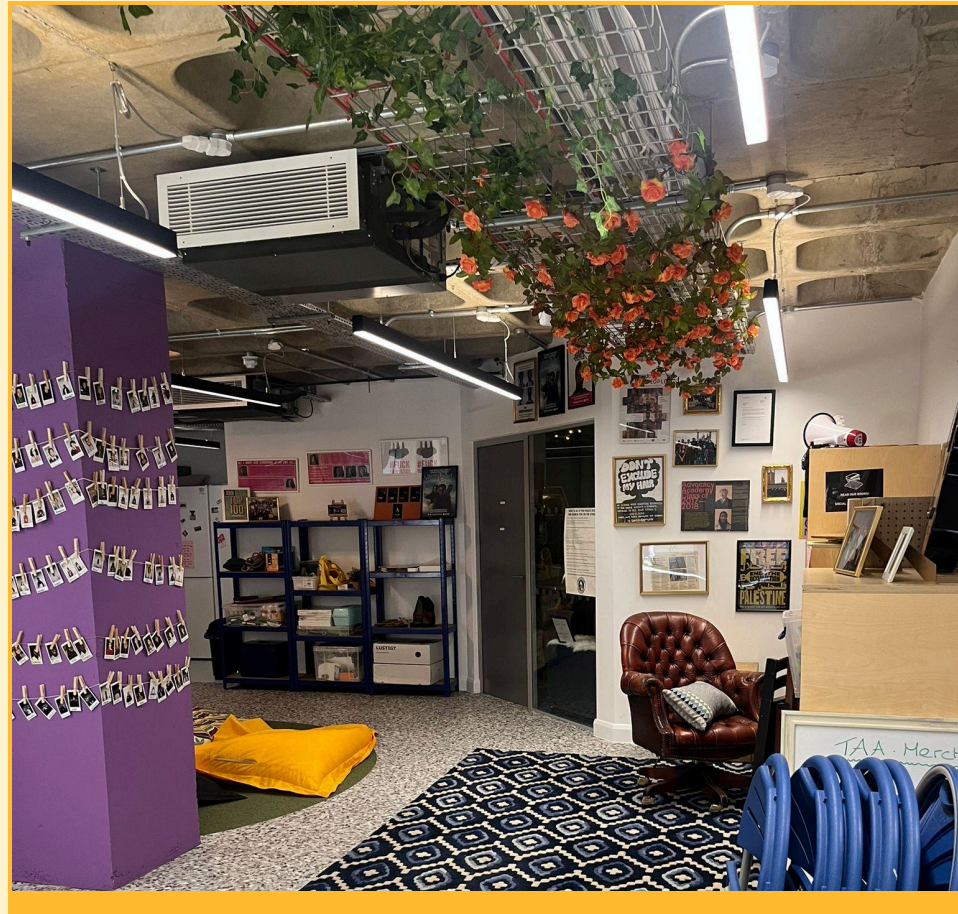
COFFEE TABLE AREA



KITCHEN AREA



SOCIAL JUSTICE LIBRARY



MAIN SPACE



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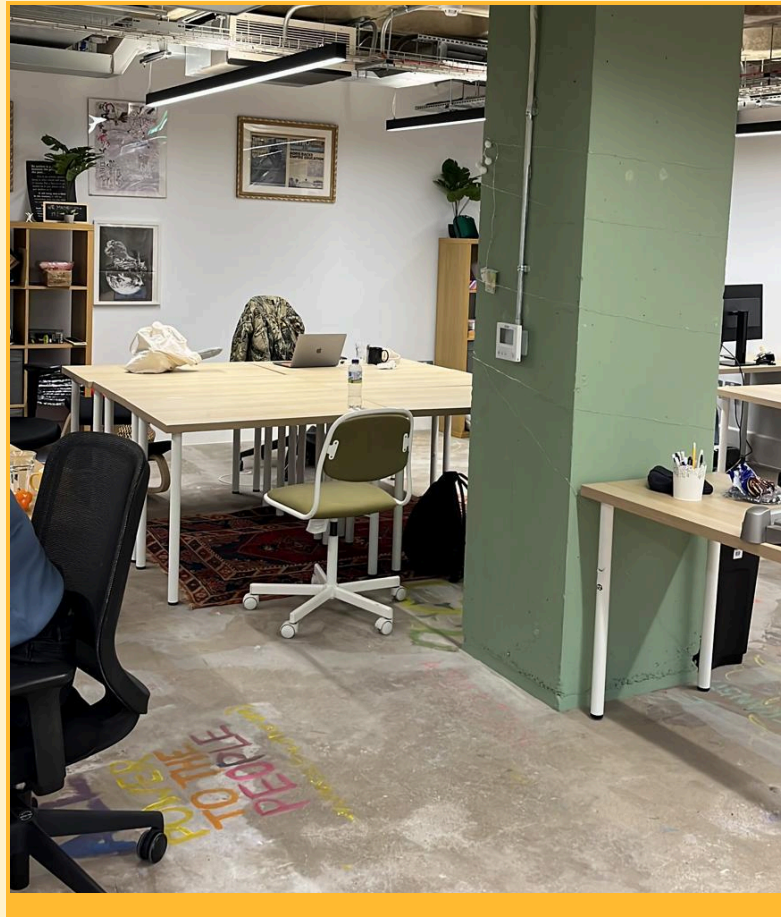
QUIET ROOM



CINEMA / PRESENTATION AREA

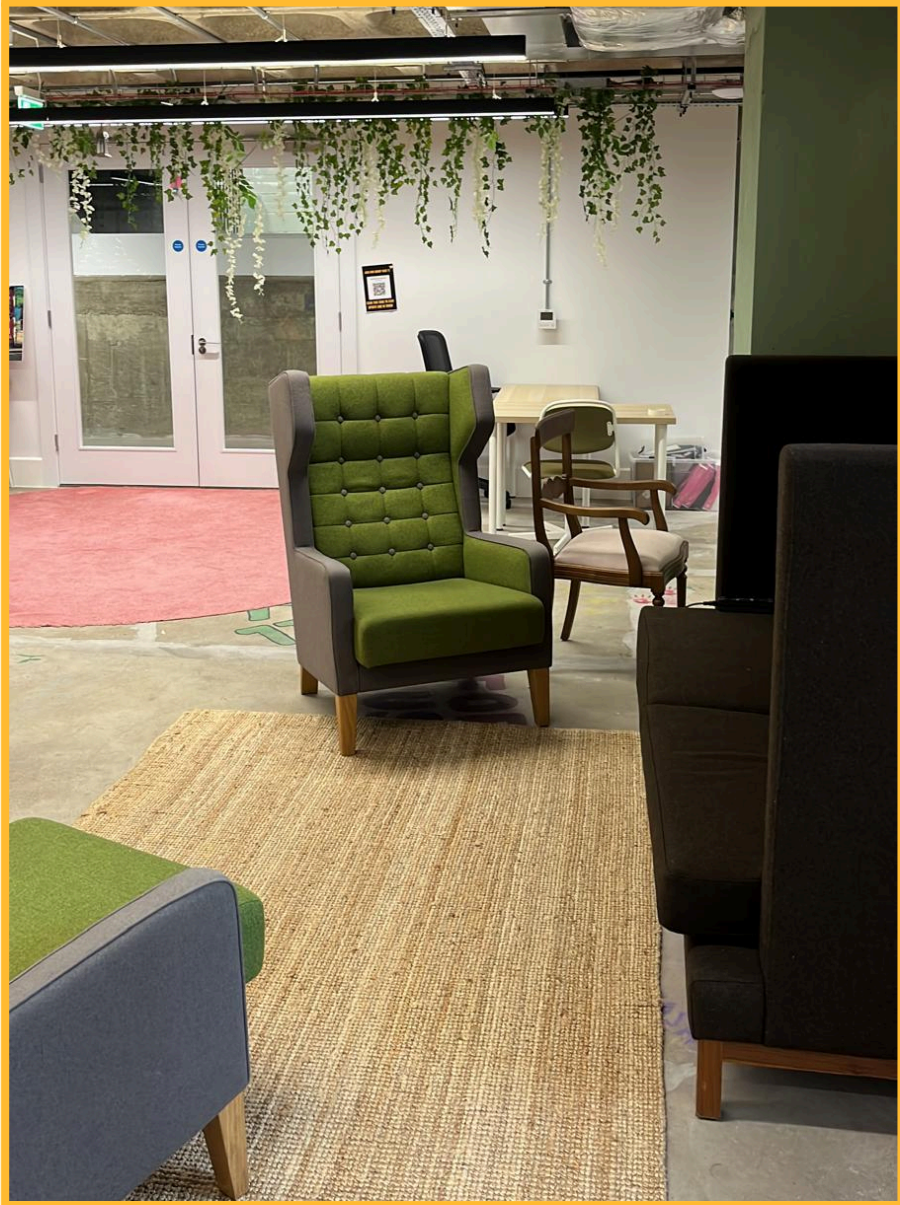


OFFICE/DOWNSTAIRS

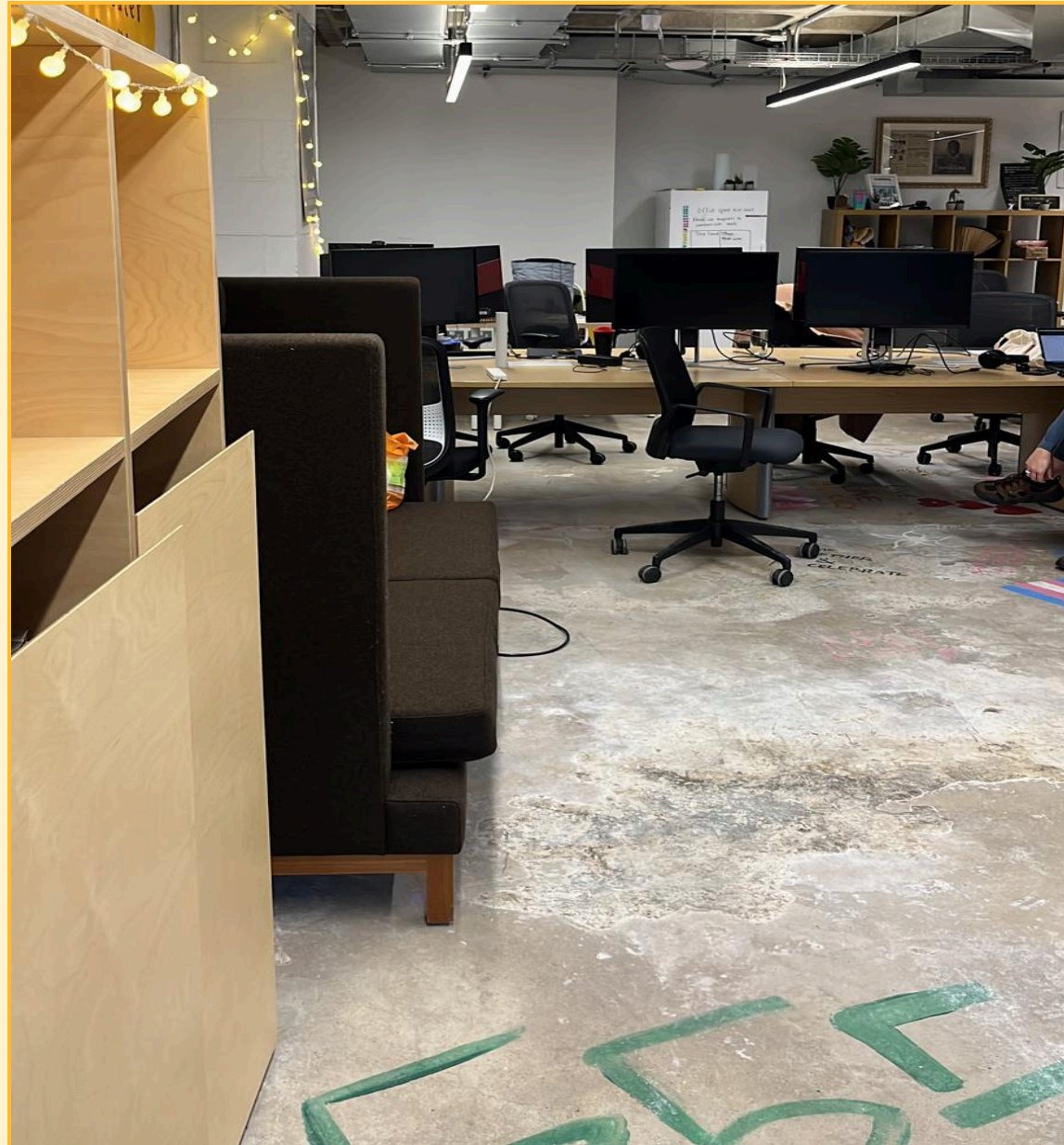


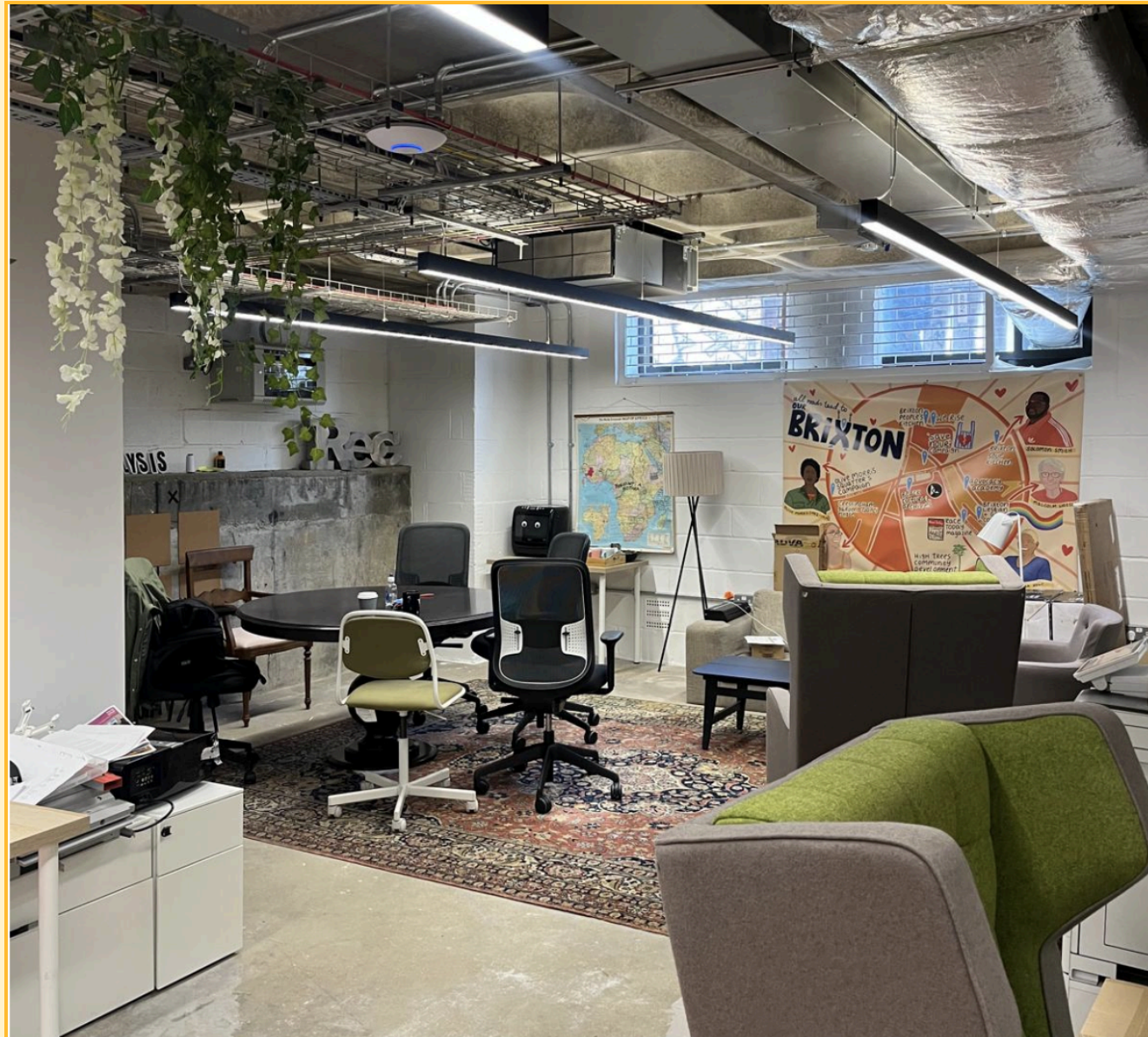
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