

Concordia Neighborhood Association



Community Partner Guidelines

September 24, 2022

Definition:

Concordia Neighborhood Association (CNA) Community Partners are defined as people, businesses or organizations that provide a free or low-cost service to the Concordia neighborhood. An example of a CNA Community Partner is Alcoholics Anonymous (AA). AA is a volunteer, non-profit organization that offers free group counseling and is available to everyone.

Benefits

CNA Community Partners may:

- apply to use the McMenamins Kennedy School Community Room to host their groups, classes etc. free of charge up to two hours per week, during non-peak hours*
- receive free promotion of their events in the CNews community calendar and/or via CNA social media channels

Eligibility

To qualify as a Community Partner, applicants:

- must offer free or low-cost service to Concordia neighbors

and meet at least one of the following criteria:

- be a resident, business owner, worker, or student within the boundaries of the Concordia neighborhood
- be not-for-profit

NOTE: Applicants can appeal to the board for an exception to the rules and the board may waive criteria, if necessary, by a majority vote at a regularly scheduled CNA board meeting.

How to apply

Applicants must apply using the current CNA Community Partner application. The board will review applications at the next regularly scheduled CNA Board meeting and respond to applicants within 60 days.

Duration of agreement

Community Partner agreements will be valid for up to two years depending on the needs of the Community Partner. Community Partners may re-apply every two years. Depending on demand, CNA may decide not to renew an agreement to give other community members an opportunity to use the room. This decision would require a majority vote by the CNA Board at a regularly scheduled CNA board meeting.

Process for reserving the Community Room

Community Partners are responsible for scheduling their events via the Community Room event calendar. They will pay the non-profit rate, which will be reimbursed by CNA within 30 days.**

Maximum number of Community Partners

This is currently limited by the # of hours available during non-peak hours.* At any time, the CNA Board may decide to put a limit on the maximum # of Community Partners by a majority vote of the CNA Board at a regularly scheduled CNA board meeting.

CNA Community Partner Conduct

Community Partners must follow all rules while using the Community Room (see rules posted at <https://concordiapdx.org/community-room-rental/>).

The CNA Board reserves the right to revoke the Community Partner status of any group or individual who breaks the rules of the community room or otherwise behaves in a manner unbecoming of a Community Partner. A majority vote by the CNA Board at a regularly scheduled CNA board meeting is required to revoke the Community Partner status of a group or individual.

* non-peak hours are Monday-Wednesday during regular McMenamins hours, except holidays. Community Partners may ask for **peak hours** and the CNA Board can approve by a majority vote.

** It is necessary to use the community room calendar to avoid scheduling conflicts. The payment will act as a deposit for the room.