

EXAMPLE OF _____ SPACE POLICY

(This is an example copied from Recover Laboratory's Space policy. This can be copied and edited for each space needs. :)

These guidelines are designed to make space and events feel like a meaningful place to work and be together. The guidelines will be adapted together as necessary. We hope that as many people as possible will feel welcome. The responsibility for maintaining the space rests with each space user and event participant.

We hope the space can be a place to enjoy, to dive into artistic processes in a trusting environment. Also to deal with and confront difficult issues and to resolve conflicts in an honest way. If you offend someone, apologise and try to take feedback into account in the future.

Below are things to consider:

- 1. Respect** people's physical and mental boundaries. Respect people's physical and mental boundaries. Do not comment on anyone's body, your own or another's, even with praise, unless it is mutually agreed upon.
- 2. Spot your assumptions.** Avoid making assumptions about people's identity, gender, sexual orientation, background, language, religion, body, ability, wealth, educational background or experiences.
- 3. Strive to create an inclusive environment** where everyone feels valued and respected regardless of their background, identity, or beliefs. Make an effort to include marginalized voices and perspectives in discussions and decision-making processes, notice who are not in the space.
- 4. Consider your own language.** Do not use language that offends, oppresses or dehumanises. Do not repeat racist, ableist, sexual, gender, relationship or appearance stereotypes in your speech. Keep this in mind in your jokes as well.
- 5. Respect the physical and psychological integrity** of others and take care not to overstep your own boundaries. Remember to ask for permission and consent, e.g. when touching. Respect the privacy and confidentiality of others.
- 6. Respect common areas and goods.** Work together to keep the premises tidy. Clean up after yourself, ask before borrowing or touching anyone's belongings. If you need something or notice someone in need, ask. Offer help.
- 7. Accessibility:** Ensure that the physical environment and communication methods are accessible to all individuals, including those with disabilities.
- 8. Be aware of your own prejudices and privileges.** Question your approach and pay attention to how you take over the space.
- 9. Speak up.** It is acceptable and desirable to address problematic language and behaviour if you feel you are able to do so. You may contact a Recover Laboratory representative face-to-face, by message or email hello@recoverlaboratory.com if you wish to discuss the matter.
- 10. Empowerment:** Encourage active participation and empower individuals to speak up if they feel uncomfortable or unsafe. Foster a culture of listening and validation.

You can rewrite the policy. Below are some questions to consider.

What do you need to feel safe? What is safety for you?

What do you need to feel encouraged? What is courage for you?

How do you make others feel safer in space? What are the small or big things you can offer?

How can you make others feel braver in space? What are the small or big things you can offer?

How can you measure / take care that the space policy / rules are followed?

What can you do in a situation when safe/brave space rules are being crossed over?
