



## Good Neighbor Pledge

The Center is a busy hub of community activity located within a business district. It is very important that we maintain a positive relationship with our neighbors while continuing to provide a welcoming atmosphere for the people who come to The Center. Representatives of The Center attend community board meetings, block association meetings, and are in general in contact with leaders from the community regarding the impact of The Center on its neighbors.

As the Information & Referral staff communicate most directly with our public, they play a large part in the enforcement of the good neighbor campaign. As with everything, I&R assume a proactive stance, attempting to address behavior prior to complaints being made. The Center expects that Clients and users will not conduct any activity that disturbs other occupants of the building or our neighbors. I&R will alert Clients when issues arise or it is otherwise warranted, or if another Client or a neighbor complains.

To minimize disruptions to other people in The Center and to people nearby, Clients must follow these guidelines:

- If The Center determines that they are needed, two or more sidewalk ushers must be designated by Clients to monitor outside the building and make sure members/guests leave the premises quietly after events and do not congregate on the sidewalk in front of the building. Ushers must report at the beginning of the events to, and are under the supervision of, I&R.
- Whether or not designated sidewalk ushers are required, the leaders of every meeting and event are responsible for ensuring that their members and guests abide by the Good Neighbor Policy.
- Keep noise down and don't "hang out" in front of the building or on parked cars. Meet friends or say good-byes in the lobby or at the end of the block.
- The front doors of the building, the doors from suite 200 to the Lobby must stay closed when there are large gatherings or music in the great room.
- When large groups and/or events using amplified sound are booked in any room, the windows and doors of that room must remain closed.
- Music should be loud enough for guests to enjoy without disrupting groups meeting in the building or The Center's neighbors. Loud music travels easily and can be extremely disruptive. The Center reserves the right to determine when music is considered to be "too loud." Instructions by I&R to lower music volume must be followed. I&R staff are authorized to end events if sound control instructions are not followed.

I have read and agree to abide by The Center's Good Neighbor Pledge.