

The Omni is committed to the radical commoning of space and resources.

We welcome all those who would like to participate in this project.

In particular we support collaboration and programming that aligns with our [values](#).

Please share your event proposal with a member of the Omni Commons Working Group

The purpose of the Commons Working Group is to ensure that the Common Spaces are used for the benefit of the Omni Commons as a whole - balancing the need for revenue with use of the space for events that are consistent with our values.

This group is tasked with the following:

- Communicating with individuals and groups who submit event requests
- Presenting prospective events to the larger community before confirming
- Setting and maintaining rental terms, including fees
- Identifying a bottom-liner as point person who can be present during the event

Ballroom Event Rental Bottom-Liner Responsibilities:

* Be in touch with the event organizer (what this means will vary depending on the organizer & event).

* Be sure that event organizers are made familiar with OMNI Philosophy / Vision and Principles.

* Arrange use of space through the Omni calendar (<http://wiki.omni-oakland.org/w/Calendar>) via the booking email list (booking@lists.omnicommons.org)

* Be present for the event if necessary. (This means : check <http://wiki.omni-oakland.org/w/Calendar> to make sure there isn't a conflicting event - check with our organizing listserv to make sure there are no conflicts).

* Schedule and update the event on the Omni calendar (<http://wiki.omni-oakland.org/w/Calendar>)

* Make a Facebook event & invite people as appropriate.

* Prepare space ahead of time for event. This means emptying and providing clean trash cans, sweeping / mopping, cleaning bathrooms, putting away things that do not belong in the space.

* On the day of the event, make sure attendees know where to go for the meeting / event, that chairs are set up, door buzzer working, toilet paper in bathrooms, etc.

* Break down / clean up after the event.

The most basic rules are autonomy and good judgment (i.e. common sense)!

What kind of affiliations do we seek?

Who do we offer space to for free / low cost / sliding scale?

How do we choose between conflicting events?