

NoHo Home Alliance



Introducing NoHo Home Alliance's Pop-Up Drop-In Access Center Model

2-2-2020

NoHo Home Alliance
Housing and healthy community for all.

nohohome.org

info@nohohome.org

11031 Camarillo Street
North Hollywood, CA 91602
818.762.2909

NHHA Staff:

Pr. Stephanie Jaeger, Exec. Director, Homeless Services Program Coordinator
stephanie@nohohome.org 310.968.7038 (cell/text)

Leon Steynsburg, Administrator

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NoHo Home Alliance: What We Do

NoHo Home Alliance is a 501(c)(3) public charity that mobilizes residents to address the most important issues faced by our community. We currently focus primarily on finding solutions to homelessness and the shortage of housing, while slowly developing a third area: legal services for migrants with a legal pathway to a change in status.

To address homelessness based on the principles of Asset Based Community Development, NoHo Home Alliance developed a unique half-day pop-up drop-in access center model to be run at existing community locations such as faith community campuses.

Imagine an LA which had a pop-up drop-in access center for persons experiencing homelessness every 3-5 miles. Working together with our regional lead agencies and other service providers, NHHA can create the capacity for communities to meet the needs of people experiencing homelessness in our neighborhoods and truly build healthy community for all, unhoused and housed.

It is our vision to grow our highly effective services by replicating our drop-in especially in areas that have been identified as service gaps for persons experiencing homelessness.

Be part of the solution to homelessness in LA!

NoHo Home Alliance: Our Culture, Mission, Vision and Values:

NoHo Home Alliance strives to cultivate a culture of dignity, joy, respect and restoration in all our work. It is vital to us that anyone who volunteers or works or partners with NoHo Home Alliance understand and embrace the mission, vision and values that we consider fundamental to our identity and our effectiveness.

MISSION STATEMENT: NoHo Home Alliance solves local challenges through advocacy and programs that empower individuals in need to cultivate lives of dignity and that build a healthy community.

VISION: Housing and healthy community for all.

VALUES:

o Worthiness: We hold that every person is worthy of attention and care for the sake of maximizing the health and wellbeing of the individual and the health and the wellbeing of community.

o Inclusivity: We create community that intentionally includes people who may have traditionally felt excluded due to financial status, sexual orientation, disabilities, legal status and other labels. A sense of belonging leads to valuing oneself and caring for one's community.

o Dignity: We create an inclusive community space based on respect and support to help everyone, especially the homeless and needy, thrive in a safe environment. Dignity creates self-respect. Self-respect generates respect for others.

o Holistic Wellness: We believe in cultivating the holistic wellbeing of individuals and the communities of which they are a part. We focus on helping people in need find wellness through services, housing, purposeful activity, health and mental health care, spiritual growth, and a welcoming network of relationships. We are especially mindful of the needs of LGBTQ persons and the Deaf.

o Empowerment: We do not seek to enable, we seek to empower. We foster self-sufficiency through purposeful activity, case management, and job mentoring to build economic freedom and stability for the homeless and needy in NoHo and beyond.

o Collaboration: We recognize that solving complex social problems requires collaboration by a wide range of individuals and groups in our community. We build partnerships with other social service agencies, faith communities, community groups, businesses, neighborhood leaders and individual citizens to find effective, lasting solutions.

o Transparency: To find the best solutions possible and to forge effective and trusting partnerships, we are upfront about the real challenges we are trying to face together, and share openly about our programs and how we operate. Sharing information, ideas and best practices will create a better future for our community.

NoHo Home Alliance's Highly Effective Pop-Up Drop-In Access Centers

NoHo Home Alliance runs a series of unique pop-up drop-in access centers for persons experiencing homelessness in the east San Fernando Valley. The effectiveness of our program is due to several factors including:

- **We are local.** On the principles of “asset-based community development,” we run our pop-up drop-in programs in existing community spaces such as churches.
- **We are small-scale.** Our pop-up drop-ins are designed to welcome on average 50/55 guests per drop-in supported by a team of approximately 12 volunteers. Staying small-scale guarantees we are better able to give guests the attention they need to discern and take next steps in their lives. And we limit any negative impact on our immediate neighbors.
- **We are highly relational.** We recognize that the most effective way to support someone transforming their lives is to be in relationship with them, treating them with the dignity and care we would want to be treated ourselves. We also recognize that change takes time, and NoHo Home Alliance is prepared to be in relationship with guests experiencing homelessness over years or as long as it takes for change to happen.
- **We offer a community-wide response to homelessness,** engaging volunteers from local neighborhoods to carry out the program components under the direction of staff. We believe that homelessness is an issue that impacts the whole community, and thus any solutions we develop must involve broad community participation.
- **We partner with others.** We believe that to be truly effective, we need to partner with other agencies and organizations to address the issues our communities face. We partner with many faith

communities and community groups to provide volunteers for our programs. We partner with many agencies to connect persons experiencing homelessness with housing specialists, medical care, mental health care, addiction specialists and more. We partner with elected officials to identify and address needs strategically. We partner with law enforcement so they can focus on criminal activity and we can address human needs.

- **Every neighborhood has a role to play in addressing homelessness in Los Angeles.** While homelessness may be more concentrated in some neighborhoods, and services for persons experiencing homelessness are often ghettoized in low-income areas, we believe that every neighborhood has a role to play and a contribution to make to solve homelessness in LA. Our drop-in's are replicatable in all areas of the city, affluent and poor.

The Language We Use: Guests not Clients

At NoHo Home Alliance the language we use matters. We refer to persons coming to participate in our drop-in access centers as guests, not clients. We are here to empower our guests to identify and meet their needs. Our interactions are relational, not transactional. When describing the people we serve, we use the expression “persons experiencing homelessness”—even though it is unwieldy-- to emphasize that our guests are human beings like you and me and that homelessness is a temporary condition not a feature of identity. We are creating solutions to homelessness by discovering and addressing the needs of people experiencing it, one person at a time.

Trauma-Informed Harm-Reduction Care

We at NoHo Home Alliance recognize that homelessness is a complex and multifaceted problem experienced by human beings in diverse circumstances and ways. Poverty, class, racism, sexism, trauma and many other factors impact how people experience homelessness and how resilient they may be in moving out of it. In our relationships and services with persons experiencing homelessness we do not pass judgement on where people are on their journey. We meet them where they are at and seek to support each person in their move to holistic wellness. Our goal is to help reduce the harm our guests experience or cause themselves on the streets, especially but not only in regard to substance use and mental illness. We are in this work for the long-haul and recognize that change happens at various rates depending on the individual. We can be most helpful and most effective when our guests see that we approach them not with judgement and coercion but loving care and concern.

Many of our guests have experienced trauma, especially emotional, physical and sexual abuse, before they ever came to live on the streets. Nearly all of our guests who experience homelessness have experienced some trauma while on the streets. In our interactions and our expectations of our guests and their behaviors, we are called to take that experience of trauma into consideration. That is, all of our efforts of support are “trauma-informed.” We must be prepared that some of our guests may not react or behave in ways we might expect. While most of our guests interact hospitably and graciously with other guests and volunteers, sometimes guests act-out or might speak in inappropriate ways. We learn not to take such behaviors personally and to promote a culture of physical and emotional safety, empowerment and healing.

We ask all volunteers to watch the video “Trauma Informed Care” produced by the Downtown Women’s Shelter available as part of the free training resources from LAHSA, the Los Angeles Housing Services

Authority. Go to LAHSA'S "Centralized Training Academy" at: <https://lahsa.configio.com> to set up an on-line account (you will need an email). When you have confirmed your account, you can search for "trauma informed" in the CTA's course catalogue. You then place the video in your "on-line cart," and the link to video will be downloaded into your account.

How Our Pop-Up Drop-In Access Centers for Persons Experiencing Homelessness Work

Based on the principles of asset-based community development, we use faith community assets of local space and compassionate, service-oriented people to develop and run our pop-up drop-in access centers.

Our programs are designed as half-day programs where NoHo Home Alliance staff and volunteers provide the following services for persons experiencing homelessness:

- Physically and emotionally safe space
- Electronics charging
- Entertainment such as movies and occasional performances
- A hot breakfast
- A hot lunch
- A sack lunch to go
- Mail service
- ID vouchers
- Assistance order birth certificates
- Original document storage
- Showers (if showers exist or shower truck/trailer is available)
- Arts-based and small group programming (drawing, improv, beading, storytelling etc.)
- Case Management including enrollment in housing and data systems (HMIS and CES) for housing matching
- and referrals/linkages to other services

Through our partnerships with our area lead agencies, we also provide the following on-site on an ongoing, weekly basis

- LA Family Housing: housing placement
- Northeast Valley Medical Center: medical care and access to medically-assisted drug treatment programs (suboxone)
-

Through our partnerships with other agencies, we also provide the following on-site on an occasional basis:

- LA County Department of Health: vaccinations
- Neighborhood Legal Services: workshops and legal counsel on warrants, tickets and expungement
- Chrysalis: Job training and placement
- NATA Clinic: Methadone treatment referral
- Molina Health Care: supplemental vision and dental services for insureds of both Medicare and Medical
- Lutheran Social Services: Representative Payee Services

As a certified agency approved to apply for public public funding with LAHSA, we are currently seeking to identify sites that would be ideal candidates for Safe Parking as well as Access Points in addition to our own pop-up drop-in access centers. Our vision includes acquiring shared housing sites in the SFV for housing placement of guests.

NoHo Home Alliance's primarily volunteer-run, small-scale access centers fill the service gaps in the eastern corner of SPA 2. NHHA continues to look to replicate its program in other parts of SPA 2 with service gaps and welcomes conversations with any faith community or other community organization with space and heart for this work. (For samples of the MOU and space use agreements we sign with our community hosts, see the appendix.)

In the past 12 months, in only two half-day access center sessions a week at St. Matthew's Lutheran Church--NoHo, NoHo Home Alliance welcomed more than

- 540 individual guests with a total of more than
- 4500 visits to our pop-up drop-in access center at St. Matt's—NoHo.

NHHA provided approximately

- 1,300 showers
- 7,100 articles of clothing and blankets,
- 12,000 meals, and
- a mailing address for more than 100 persons experiencing homelessness.

In partnership with LA Family Housing, 21 guests moved from the streets into bridge, permanent or shared housing or were reunited with their families. Several of those who found housing this past year were seniors who had lived many years on CD-2 streets.

In partnership with Safe Parking LA, 2 guests found on-going safety in secure overnight lots.

In partnership with Northeast Valley Health Corporation we provided more than 250 on-site appointments for medical care or connections to its medically-assisted drug treatment program.

Three guests died on the streets while they waited for housing or treatment beds to become available.

Information Especially for Replication Sites

An MOU between Your Replication Site and NHHA

If your organization is interested in serving as a replication site for NHHA's drop-in access center for persons experiencing homelessness, we will develop a memorandum of understanding that will govern the terms of our collaboration. A sample MOU is in the appendix. We look forward to working with any location that would like to make its space and people available to NHHA to develop and manage a drop-in program consistent with our highly effective model. For these sites we will also develop a space use agreement to define the terms according to which we may utilize your space for our program. (See appendix for an example). Otherwise, if your organization has significant human, practical and financial resources and wishes to develop and run your own independent drop-in access center, we are happy to simply consult with you as you develop your own program.

Food Service and Supplies at Replication Sites

Prior to opening your drop-in program for the day at a Replication Site, the Replication Site will receive a delivery of supplies needed for the day's program. While each replication site will have different resources and needs, generally NHHA central site (St. Matt's) will provide:

- Ingredients for Breakfast: oatmeal, fruit, breads and pastries, milk, brown sugar, raisins, peanut butter, jelly, coffee, creamer, sugar, egg casserole or eggs, veggies, cheese, milk.
- Cooked/prepped hot lunch: casseroles, vegetables, salad, dessert as available.
- Other drinks: Gatorade, lemonade or similar drink concentrate.
- Paper goods: plates, bowls, napkins, hot and cold cups (if needed).

We generally ask replication sites to provide their own sack lunches and sandwiches for distribution at their site. This is an easy way to get members and neighbors involved with the work.

In addition, NHHA will provide a limited supply of the following as needed:

- Socks
- Underwear
- Toiletry kits
- Blankets
- Select clothing items
- And other give aways as they are available.

Shower Services at Replication Sites

NHHA seeks to provide showers for persons experiencing homelessness at all replication sites. If no shower is available at the site, NHHA will seek to contract with LA City shower truck services, or other public and private shower providers. Ability to provide showers will depend on available resources.

Partnerships at Replication Sites

NHHA will work with local lead agencies to provide important referral services on site. Depending on the staff availability of partner agencies, NHHA will arrange for housing outreach workers from LAFH and medical staff/mobile clinic from Northeast Valley Medical Center to provide services at replication site drop-ins.

Depending on the location of drop-in replication sites, NHHA will arrange on-site services by other local partners for possible legal services, possible job training and placement services, possible mental health services, possible drug treatment services, possible food pantry services, and more.

What does It Require and Cost to Run a Drop-In Day?

Components	Cost session/ 50 sessions yr.	NHHA Responsibility	Replication Site Responsibility
Staffing			
Set-Up Support (2hrs/\$17)	\$34/\$1,700		
Site Manager (5.5hrs/\$25)	\$125/\$6,250		
Security (5 hrs/\$22)	\$110/\$5,500		
Case Manager	TBD		
Custodian (2.5 hrs/\$15)	\$37.50/\$1,875		
Transport (2hrs/\$17)	\$34/\$1700		
Program Coordinator (1/5-time)	\$10,000		
Facilities Use Fee			
NHHA rents space	\$1200		
Volunteers			
Recruit 20-25 people			
Training/Celebration	\$800		
Food/Kitchen Supplies			
Breakfast Breads	Don./\$375		
Fruit	Don./\$375		
Egg Dish	\$12/\$600		
Cereals	\$15/\$750		
Hot Lunch Dish	\$75/\$3,750		
Lunch Salad	Don./\$125		
Extras (popsicles, desserts etc.)	Don./\$150		
Bag Lunches	\$80/\$4,000		
Paper Goods	Incl.		
Drinks (coffee, water, Gatorade/lemonade)	\$40/\$2,000		

Showers			
Shower truck through LA City/rent from vendor/supplied	TBD		
Clothing/Toiletries			
New underwear/socks	\$60/\$3,000		
Clothes/shoes	Don.		
Blankets	Don.		
Backpacks	Don. Hope Mill		
Toiletry kits	Don.		
Sleep Room			
8 cots	TBD		
Program Partnerships			
NE Valley Medical Ctr. (clinic van 2x/mo)	Don.		
LAFH Housing Outreach	Don.		
Veterinarian	Don.		
Other			
EST. ANN. PROG.COST:	\$42,950		
10% ADMIN/OVERH.	\$4,295		
TOTAL DROP-IN COST	\$47,245		

**SAMPLE MEMORANDUM OF AGREEMENT
BETWEEN
REPLICATION SITE
AND
NoHo Home Alliance**

I. INTRODUCTION

This Memorandum of Understanding and Agreement dated February 2, 2020 between REPLICATION SITE (partner) a 501c3 *non-profit organization* established under the laws of California located at 1234 NoHo Lane, North Hollywood CA, USA, represented in this agreement by TBD ; and NoHo Home Alliance (NHHA), (partner) a 501c3 non-profit corporation with its principal place of business at 11031 Camarillo St., North Hollywood, CA, USA, represented by Pastor Stephanie Jaeger, Executive Director; collectively referred to as “the Partners”.

II. PREAMBLES

WHEREAS, the missions of the Partners are complementary; and both organizations want to expand the service and care made available to those experiencing homelessness in the southeast San Fernando Valley and both organizations support the NHHA Pop-Up Drop-In Access Center model as an effective way to serve in this community.

THEREFORE, the Partners have come to an agreement for working together and in compliance with the following concerns and commitments and will continue as long as the joint work is mutually acceptable.

III. PROPOSAL

NoHo Home Alliance will lease space to run a pop-up drop-in access center on Fridays, 8am-noon on the campus of REPLICATION SITE, in partnership with that congregation, with the intention of starting this additional drop-in day in February 2020.

Led onsite by TBD, this drop-in site is a program of NoHo Home Alliance and operates under its direction and auspices under the bylaws and governance of the Board of NoHo Home Alliance. REPLICATION SITE is an independent organization with its own governance and this partnership agreement does not place any restriction on the normal operation of the congregation. The agreement is an act of goodwill between the partners providing clarity of purpose and with a goal of enabling us to work together with clear understanding and expectations.

IV. AREAS OF COLLABORATION

REPLICATION SITE and NHHA will work together to recruit a volunteer pool to operate a drop-in access center on Thursdays in 2020.

REPLICATION SITE would be invited to have a designated representative approved by the NHHA Board from the congregation join the board of NHHA to have a voice in shared decision making.

REPLICATION SITE and NHHA would work together to expand the overall financial support of NHHA.

NHHA would review the work on the REPLICATION SITE campus regularly and make adjustments as needed. In the first year those reviews would be done regularly with NHHA Staff and quarterly with the Board of NHHA.

V. RESPONSIBILITIES OF PARTNER REPLICATION SITE

REPLICATION SITE would commit to running the pop-up drop-in access center in accordance with NoHo Home Alliance’s values, vision, mission and practices laid out in the NoHo Home Alliance Replication Site Handbook and Volunteer Handbook.

REPLICATION SITE commits to raising \$xxxxx independently toward the costs of operating the Friday Pop-Up Drop-In Access Center, donating the funds to NHHA for the designated purpose of covering program costs on their campus. This would be required for year 1 of operation and renegotiated if the agreement continues on an annual basis.

REPLICATION SITE would prepare and serve breakfast and lunch sides using food resources of NHHA. REPLICATION SITE will provide the bag lunches for its guests.

REPLICATION SITE would outfit a sleeping area as part of their program; other program elements would be tailored to strengths of the REPLICATION SITE campus.

VI. RESPONSIBILITIES OF NoHo Home Alliance

NHHA would hire or provide staff to fill the roles of set-up support, site manager, custodian and transport (if needed). The initial intention would include hiring TBD as site manager.

NHHA would provide necessary forms, vetting and training for volunteers and staff to carry out their responsibilities consistent with the NHHA mission, vision and values and the NHHA Replication and Volunteer Handbooks.

NHHA would contract directly from Global Vision Security for security services.

NHHA would prepare hot food at the kitchen at St. Matt's and deliver to MCC campus.

NHHA will also provide a limited supply of clothing items, blankets, toiletries and other giveaways as they are available.

NHHA would seek to organize a shower truck for showers, and the presence of partners for medical care, housing outreach and other services as available.

NHHA would maintain general liability insurance to cover all NHHA operations carried out on the campus of REPLICATION SITE.

VII. DUE DILIGENCE

NoHo Home Alliance may request copies of documents to ensure that REPLICATION SITE meets the criteria of a non-profit organization and meets appropriate standards of capacity, competence, and financial accountability. These documents include but are not limited to the following: IRS 501(c)3 designation letter, a certificate of good standing, a list of the names of all of its board members and principal officers, copies of its bylaws and articles of incorporation. REPLICATION SITE agrees to notify the NHHA immediately of any change in its status or operations, or if any official judicial, legislative, or administrative proceeding is instituted against it.

VIII. PRINCIPAL CONTACTS

The Principal Contacts for each one of the organizations is:

- [PARTNER]: NoHo Home Alliance
- [NAME OF PRINCIPAL CONTACT]: Pastor Stephanie Jaeger
- [TITLE] Director
- [ADDRESS] 11031 Camarillo St.. North Hollywood, CA 91602
- [TELEPHONE] 818-762-2909

PARTNER:
[NAME OF PRINCIPAL CONTACT]
[TITLE]
[ADDRESS]
[TELEPHONE]

Such Principal Contacts may be changed in writing from time to time by their respective Partners.

IX. USE OF INTELLECTUAL PROPERTY

The parties agree that any intellectual property pertaining to the activities covered under this MOU would require the approval of the NHHA Board or director before being developed or used. And that NHHA intellectual property remains as NHHA property even if it depicts activities on the partner campus.

Preexisting Intellectual Property. Except for rights expressly granted under this agreement, each party will retain exclusive interest in and ownership of its Intellectual Property developed before this agreement or developed outside the scope of this agreement.

NHHA retains ownership and all rights to all Intellectual Property in any medium stored on any device related to the operation of a pop-up drop-in access center or any other operations of NHHA at REPLICATION SITE under this agreement and any subsequent agreements written or verbal at the current location of REPLICATION SITE or any other locations developed in the future.

Independently Developed Intellectual Property. Any Intellectual Property developed solely by a party under this agreement without the participation of the other party is and will remain the sole and exclusive property of NHHA.

Jointly Developed Intellectual Property. In the event that the parties jointly develop Intellectual Property, each party agrees that all rights in such intellectual property belong to NHHA without further obligation and without a duty to account to the other party.

X. EFFECTIVE DATES AND AMENDMENTS.

This MOU shall take effect upon signing by both Parties and shall remain in effect until December 31, 2020 unless terminated. Neither party may assign or transfer all or any portion of this MOU without the prior written consent of the other party. The work will be evaluated in coordination with the Executive Director and the NoHo Home Alliance Board at 3 month intervals during the first year and semi-annually after that.

The MOU may be renewed at the end of this period upon mutual written agreement by both Parties – to be reviewed in November 2020 and approved by the December 15, 2020. The provisions of this MOU may only be amended or waived by mutual written agreement by both Parties.

Either named Party may terminate this MOU and any related agreement, workplan and budget at any time and for any reason by giving thirty (30) days prior written notice to the other Party; provided, however, that in the event REPLICATION SITE fails to perform any of its obligations under this MOU then NoHo Home Alliance shall have the right to terminate this MOU and any related agreement, workplan and budget immediately upon written notice.

The individuals signing this MOU on behalf of their respective entities represent and warrant (without personal liability therefor) that upon the signature of each, this MOU shall have been duly executed by the entity each represents.

XI. TRANSFER OF FUNDS.

The parties acknowledge and agree that this MOU spells out funding agreements or workplans and budgets, and that they will be subject to funding being specifically available for the purposes outlined therein. All PARTNER funds are further subject to PARTNER’s obligation to expend PARTNER funds solely in accordance with the agreed upon budget and the line items contained therein. And funds should be turned over in a reasonable time frame to enable the good will and smooth operation of the program.

XII. NO JOINT VENTURE

Notwithstanding the terms “Partners” and “Partnership”, the Partners agree that they are not entering into a Legal Partnership, joint venture or other such business arrangement, nor is the purpose of the Partners to enter into a commercial undertaking for monetary gain. Neither Partner will refer to or treat the arrangements under this Agreement as a Legal Partnership or take any action inconsistent with such intention.

XIII. WORKING OUT CONCERNS THROUGH CONVERSATION

We know differences can arise that need to be addressed and expect Partners to work out their concerns in a productive supportive way through conversation in a spirit of respect and mutual regard.

ENTIRETY

This Agreement, including all Annexes, embodies the entire and complete understanding and agreement between the Partners and no amendment will be effective unless signed by both Partners. Such signature by both Partners may be transmitted electronically.

FOR NOHO HOME ALLIANCE

FOR REPLICATION SITE

[NAME]
[TITLE]

[NAME]
[TITLE]

Date: _____

Date: _____

Faith Community
1234 Valley Drive
Sun Valley, CA 91352

FACILITY USE AGREEMENT

Name of Group: **NoHo Home Alliance
Pop-Up Drop-in Access Center**

Space Used: **Parking Lot, Yard, Back Building, Fellowship Hall, Restrooms, Storage Closet and Kitchen.**
Max. Occupancy: **60**

Day & Times of Drop-in Access Center: **Thursdays, 8:30am -12:30pm**

Per-use Fee: **N/A** Monthly Fee: \$100

Security Deposit: **N/A**

TERMS:

1. **USE:** The Group is allowed use only of the specific room(s) covered under this agreement.
2. **DURATION OF MEETINGS:** The Group is allowed access to the space only for the time of the duration of their drop-in access center sessions, plus **60** minutes pre-meeting and **60** minutes post-meeting for room set-up and break-down.
3. **ROOM SET-UP:** The Group must ensure that the set-up of the room is restored to the REPLICATION SITE configuration after each meeting. Non-compliance is subject to a fine equal to the per-use fee.
4. **OCCUPANCY LIMIT:** The number of people per room(s) may not exceed the maximum posted occupancy limit authorized by the Fire Department.
5. **FEES AND PAYMENT:** The Group agrees to pay the agreed upon per-use or monthly rental fee of **\$100**. Fees are due and payable in advance and must be received by the REPLICATION SITE office on or before the first of each month. Rental fees are to be paid by check – no cash payments. Payments must be clearly identified by month, or meeting dates covered by the payment.
6. **ACTIONS:** The Group assumes responsibility for the actions of its participants and shall see that proper respect for the premises is maintained. Likewise, the group recognizes that the actions of its members become a direct reflection of the REPLICATION SITE in the eyes of the community and will therefore respect the rights of our neighbors. No loitering in or around the REPLICATION SITE premises – before, during, or after meetings.
7. **PARKING:** The Group is permitted to utilize up to 10 parking spaces for programming during the pop-up drop-in access center including the parking of a clinical van and a shower truck or trailer. An additional 10 spaces may be utilized by drop-in participants for parking of vehicles.
8. **DAMAGES:** The Group assumes full financial responsibility for any damages to, or theft of, REPLICATION SITE property resulting from using the facility and shall make prompt reimbursement to the REPLICATION SITE for any such damages, including damages from spilled coffee and other liquids on the carpet, equal to the cost of having the stains removed.
9. **RESPONSIBLE PERSON(S):** The Group agrees to provide the REPLICATION SITE with an updated list of names, addresses and contact information of individuals responsible for overseeing the group's activities.

The group agrees to immediately notify the REPLICATION SITE office of changes to this listing and who will serve as contact persons:

NOHO HOME ALLIANCE CONTACT PERSONS

Pr. Stephanie Jaeger <i>Name</i>	310-968-7038 <i>Cell</i>	stephanie@nohohome.org <i>email</i>
Leon Steynsburg <i>Name</i>	818-308-0463 <i>Cell</i>	leon@nohohome.org <i>email</i>

10. **KEYS:** The person signing the agreement acknowledges receipt of **n/a** key(s) to the facility. The keys are DO NOT DUPLICATE keys. Additional keys are available from the REPLICATION SITE office at a cost of \$15 per key. A fee of \$50 will be required to replace lost keys.
11. **LIABILITY:** The Group shall hold the REPLICATION SITE harmless for accidents and/or injuries which may occur while on REPLICATION SITE property. Incorporated groups must provide written certification that an insurance policy endorsing REPLICATION SITE as an additional insured for an amount not less than \$1,000,000. has been obtained.
12. **DISCLAIMERS:** REPLICATION SITE assumes no responsibility for items left or stored on REPLICATION SITE premises.
13. **TERMINATION:** Failure to adhere to the terms of this agreement and its addendum may result in the immediate termination of this Facility Use Agreement. Furthermore, REPLICATION SITE reserves the right to cancel this agreement at any time upon written notice mailed, or handed to, an authorized representative of the Group.
14. **TERM:** This Facility Use Agreement is in effect until December 31, 2020.
15. **OTHER PROVISIONS:** _____

AUTHORIZED SIGNATURES:

GROUP: _____
Print Name *Signature* *Date*

Address *City* *State* *Zip*

REPLICATION SITE:

Print Name *Signature* *Date*