

## **WORKING WITH LiVS: OUR REQUIREMENTS AND YOUR GUIDELINES**

### *INTRO:*

Thanks for wanting to work with us at LiVS. We're glad to have you on board. We'd like you to take a moment to read important set of **REQUIREMENTS**. These are our non-negotiable expectations of you. You are obligated to follow these requirements for the duration of your project with us.

Below we've also made a list of some of the things you should be thinking about in working on a vacant site or in a vacant space. These are your **GUIDELINES** and are based on our experience of working in a LiVS environment. We hope you find these useful.

### **REQUIREMENTS**

- 1) You may only access a site upon receiving your signed Participation Agreement.
- 2) Please don't communicate directly with the landowner before or after signing a Participation Agreement with LiVS - this is our job. If you have any questions of the owner, please ask us to pass these on.
- 3) Any budget for your project needs to include the costs of Public Liability Insurance. Talk to us about how much this might be. We can broker your insurance at a discounted rate, and we expect you will pay for it. You will be invoiced.
- 4) You are responsible for creating your own health and safety plan to minimise or eliminate risks on your site. You can find a template plan on the health and safety guide on our website (accessible from the resources page).
- 5) It is important to be aware that your Participation Agreement does not give you exclusive access to the site with which you have been provided. LiVS may add other complementary projects to a site - but we will always communicate this with you in advance.
- 6) Where there is more than one project on a LiVS' site, LiVS expects that Project Partners undertake their own negotiations and agreements regarding site planning and management. We are happy to help, but do not expect to do this important planning on your behalf.
- 7) You will need to vacate a site completely within the period of time we advise you - usually 30 days notice by 12pm of that day.
- 8) On leaving a site, all materials you have brought onto it need to be removed and the site should be left as you found it (or better!)
- 9) Any publicity, media coverage, site signage, project materials, public information, website or Face Book info relating to your project, correspondence to funders or sponsors, etc. should always acknowledge LiVS' role in site brokering and, where relevant, include the LiVS logo and website. (This acknowledgement can be as simple as referring to your site as a "LiVS site", to explaining in detail how you managed to get your project off the ground because of LiVS' support. (Ref 1.35-1.36 in the Participation Agreement)).
- 10) We ask that you please advise us when you receive any media attention so that we can be sure to link this to our website and Facebook page.
- 11) LiVS reserves the right to place its logo on its sites.
- 12) You can access the LiVS logo for your use at: <http://livs.org.nz/resources/>

Life in Vacant Spaces is a registered Charitable Trust. We are supported by Christchurch City Council, the Canterbury Community Trust, Buddle Findlay, Kendons Accounting, Adgraphix and other generous organisations.

## **GUIDELINES**

- 1) Once you are granted a site, we expect you will be using it within **14 days** of the Participation Agreement being signed. If this is not possible, we need to know as soon as possible.
- 2) Do not underestimate how much time it will take to vacate a site. Please plan and budget for this as part of your project plan.

## **CHECK LIST FOR ACTIVATING YOUR VACANT SPACE**

**You have signed your Participation Agreement**

**You have arranged Public Liability Insurance of \$2,000.000**

**You have a plan to get on site within 14 days**

**You have talked to other site users (if relevant) about a site plan**

**You have designed and printed site signage**

**You have created a health and safety plan**

**You have placed LiVS' logo on all media and communications**

**You have developed a media plan**

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