

Union Project

Rental Packet for Prospective Tenants

Revised May 2007

Vision

Providing community space to connect, create, and celebrate.

Mission

The innovative use of a prominent community building to provide neighborhood gathering and working space for artists, community builders, and people of faith

Aims

1. Community wealth is created and sustained.
2. Culturally and socially diverse neighbors work and play together.
3. Ceramic and stained glass art is promoted, created, and taught.

Core values

- **Creative Expression** – we value creativity and are dedicated to infusing it into all aspects of our work including tackling organizational and community problems with an entrepreneurial spirit.
- **Community and Its Development** – we believe in turning geography into community – therefore, we are dedicated to place-based efforts to transform communities and their residents through economic and community development opportunities
- **Serving Leadership** – we believe hands on service cultivates investment and leadership.
- **Faith** – we hope in things not yet seen which creates the basis for taking appropriate risks on behalf of the community.
- **Reconciliation** – we value the social and cultural diversity of our neighborhoods. Accordingly, we are dedicated to fostering constructive relationships among neighbors.

Mission considerations for tenants at Union Project:

- a. Partner must be a “mission fit” with UP according to mission, vision, core values
- b. Partner must acknowledge UP in all promotional pieces, printed material, and other PR regarding activities at Union Project
- c. UP Space shall always be referred to as the “Union Project”, never by the name of the partner or by the name of the partners program
- d. All partners will have equal signage opportunities and signage shall be approved by UP.
- e. Union Project and rental partners will agree to make every effort to preserve the “Union Project” identity within the building and the community.

Partner Tenant Office/Studio Prices September 2007 - August 2008

Office 3 --> approx 260 SF --> \$317 (occupied)
Office 4 --> approx 320 SF --> \$391 * Available 8/1/2008
Office 5 --> approx 280 SF --> \$340 (occupied)
Office 6 --> approx 290 SF --> \$357 (occupied)
Office 7 --> approx 320 SF --> \$397 (occupied)
Office 8 --> approx 190 SF --> \$231 (occupied)
Office 9 --> approx 325 SF + 50 SF storage space --> \$458 (occupied)

Rental prices include full use of designated office space, 36 hours of board room use per rental term, 12 hours of atrium use per rental term, 6 hours of Great Hall use per rental term, utilities, use of black & white copier/fax machine during normal Union Project business hours, and high speed internet.

Phone service, insurance, and security personnel would be additional charges and may be required depending on the intended use of the space.

**THE UNION PROJECT
REQUEST FOR RENTAL OF FACILITIES**

Name of Organization/Individuals:

Address:

Phone Number:

Email address:

Website:

Space requested :

_____ Office Space (denote office number)

Intended use of the space

Mission Statement or Operational Objectives

Supplemental Information needed

2 years operating statements and balance sheets

Current year budget

Most recent Audit report

Most recent Form 990

One months rent as refundable security deposit

OR - if the above information is not available, Applicants may supply:

One months rent as refundable security deposit

Last months rent as prepayment

Business plan

Resume

Any available supplemental information including press coverage

Please mail application to Union Project c/o Rental Manager 801 N.Negley Ave Pittsburgh PA 15206 or fax it to 412-363-1216