

**Expression of Interest in using Common Space**

Common Wealth wants as many people as possible to use Common Space and all its resources. We have 6 slots available throughout the week and it would be great for us to learn what you might need to use the space for and when. Please fill this form out with as much detail as you can. We will not be selecting ideas based on any value judgements; we just want to understand your practical needs so we can try and accommodate everyone we can. For more information on Common Space and some FAQ’s about the venue please see our website: <https://commonwealththeatre.co.uk/projects/common-space/>

**ABOUT YOUR SESSION**

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| **Main Contact**  *Name and email* |  |
| **Title of session**  *(This may be a working title)* |  |
| **Description of session**  *(With as much detail as you can add, who is it for, what are the main activities?)* |  |
| **Weekly or Monthly?**  *Please be aware we may be unable to offer you a weekly slot depending on demand* |  |
| **First choice session** (eg, Wed, Thurs or Fri between 5-7pm or 7-9pm |  |
| **Second choice session** |  |
| **Ideal space** (please see website for photos and details) |  |
| **How many participants do you expect?** |  |
| **How many facilitators?** (eg staff or equivalent) |  |
| **Any access needs?** |  |
| **If there are young people or vulnerable adults in your session, are you and your facilitators DBS checked?** |  |

**DONATION**

Use of the space and support from the Duty Manager is free. If you/your organization can afford it we would really value a donation towards cleaning, bills, maintenance and the future life of the space. We suggest a donation of £20 per session, this could be more or less dependent on your organisation and your circumstance. We really want the space to be as accessible and as used by as many people as possible so if you can afford to donate more that will help us to offer the space to others who cannot afford to donate and to maintain the future use of the space. If you cannot afford to donate, please do not worry about it, we understand!

**CONTACT**

Please return this form to Sajidah Shabir, Common Space Coordinator via [commonspace@commonwealththeatre.co.uk](mailto:commonspace@commonwealththeatre.co.uk) by the 6th May 2021