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espace bienveillant pour les jeunes 2SLGBTQIA+ dans le Village Gai de MTL
safe(r) space for 2SLGBTQIA+ youth in the MTL Gay Village
- 1575 rue Atateken, Montréal, H2L 3L4, QC -

L'astérisk space use booking request

When l'astérisk is not pumping with an activity or service, the shared spaces can be used by LGBTQ+ youth groups for their meetings and their activities. This service is offered for free (donation or service exchange suggested).

To make a request, read and fill this form. Then, send it to lasterisk@coalitionjeunesse.org **at least two weeks before the date requested.**

When the request is processed, l'astérisk project manager will send you an e-mail with the next steps. You will be asked to come to a short meeting to visit the space (if it's your first booking) and/or receive the entrance key (if needed for your booking).

Here are the space use guidelines from the agreement you will have to sign if your application goes through:

1. Visit the space to learn about the maintenance and safety guidelines.
2. Adhere to l'astérisk Living Code (page 2) and confirm that a coordinator is equipped to do peer-intervention if needed during the activity. This means: Offering support take note of, de-escalate or resolve situations of conflict, major discomfort or conflict that may occur during the event.
3. Have a coordinator who is 18+ years-old present at all times during the activity.
4. For activities open to the public, if there are 15 participants or more expected, you must have volunteers present. Make sure you have enough volunteers on site for the number of participants in the activity if it attracts more people than expected.
5. Make the activity accessible to young people between the ages of 14 and 30 and make concrete efforts to involve these age groups.
6. Clean the space according to the standards in place after each activity.
7. Leave the cleaning check-list and the activity report completed at the end of the activity in the appropriate location.
8. If applicable, hand over the key of the entry by the date decided in the agreement.
9. Do not use alcohol or drugs in the space.

If the above conditions are not respected, l'astérisk Roommates Committee has the right to cancel any scheduled activity and to refuse any future requests.



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L'astérisk Living Code

This space is based on **consent, respect, non-judgement, self-determination, and harm-reduction.**

- **Consent:** Permission that is given freely (without being forced) and based on as much relevant information as possible. Consent can also be taken back or changed at any time. If you unsure if something is okay with someone, ask!
- **Respect:** Recognition of everyone's personhood and commitment to maintaining everyone's dignity. This includes refraining from knowingly doing or saying harmful things and doing one's best to be accountable if one unknowingly does or says harmful things.
- **Non-judgement:** Remember that everybody is best placed to make their own decisions. Just because someone else's decision is not the same you would make for yourself, does not mean it's a "bad" or "wrong" decision.
- **Self-determination:** Each person decides what is best for themselves as best as they are able to do so.
- **Harm-reduction:** We want to meet you where you're at! Through providing youth with information and a non-judgemental space, we hope to support your autonomy and increase your capacity to make the most clarified, informed decision possible regarding your own lives, well-being, and safety.

For more details on how these principles are practiced by the organizations operating in l'astérisk, refer to www.lasterisk.com/codedevie?lang=en.

Take note that:

- The listening room is used to provide active listening support so, **we encourage you to use it for similar purposes as needed.**
- If the Living Code is not respected during your activity, our goal is not to punish anyone. **Please notify l'astérisk project manager to discuss the situation and work together to find solutions.**
- **For any questions, contact l'astérisk project manager.**



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The form

Name and description of the activity and the group organizing the activity:

Optionnal - Link to the group or event's webpage:

Date(s) and times of the booking (including the set up and clean up time):

Approximate number of expected participants:

What group(s) is this event for?

(ex.: the age group(s), the community/ies, ...)

In the promotion and execution of the activity, what do you plan to do to make sure it is accessible to 2SLGBTQIA+ youth?



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The form (continued)

Is the event open to the public? Is there a registration process?

*If you would like us to share the event to our members on our website or social media, make sure to send us the links!

If necessary, how many volunteers have confirmed their attendance?

Material and equipment you would like to use during your booking:

The chairs, table and Wi-Fi are already included.

Craft materials

Boardgames

Flipchart and markers

The projector

Dishes to prepare and serve snacks or a delivered/ready-meal

Dishes and the oven to cook/bake a meal

Some space in the fridge (limited!)

Optionnal - other details on the booking:



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The form (end)

The coordinator(s)' contact information:

This/these person(s) has/have to be 18 years old or older. They must be present during the duration of the reservatio and ensure that the guidelines of the agreement are respected.

They are the person(s) l'astérisk project manager will contact regarding any questions or information about the booking. If these person(s) change, let l'astérisk project manager know the new contact information as soon as possible

Name(s), e-mail address(es) and phone number(s) of the coordinators:

Does this person/does these people have the capacities and skills to do peer-intervention during the event?

This means: Offering support take note of, de-escalate or resolve situations of conflict, major discomfort or conflict that may occur during the event.

If not who is/are the person(s) who will be present to take on this role during the event? (their name(s), e-mail address(es) and phone number(s))

Thank you for sending this form, when completed to the best of your abilities, to:
lasterisk@coalitionjeunesse.org.