



CONSULADO GERAL DA REPUBLICA DE CABO VERDE
300 Congress Street, #204, Quincy, MA, 02169; Tel: 617-353-0014 . Fax: 617-859-9798

COMMUNITIES ROOM USAGE CRITERIA

INTRODUCTION

The recent acquisition by the Consulate General of Cape Verde in the United States of its own facilities provided it with an adequately equipped large room intended for the realization of activities of interest to our community, either by the initiative of the latter, of others or of the Consulate General.

However, taking into consideration the principles established by condominium rules, and to guarantee the property's good maintenance and conservation, we hereby define basic criteria and guidelines for the use of the Consulate's Communities Room which potential users must comply with.

REQUIREMENTS

1. Activities that are allowed to use the Communities Room include:
 - a. Training and information meetings (workshops, seminars, etc.)
 - b. Cultural activities, namely traditional music, poetry honoring distinguished members of the community, painting and photography displays, presentation of literary works of Cape Verdean artists/writers;
 - c. Associations meetings;
 - d. Business meetings that are in the interest of Cape Verde and the Community in the United States.
2. Use is limited to a maximum capacity of 100 people and rules of good conduct and sociability should be observed at all times.
3. Availability of use for training/information activities is during Consulate's working hours (9:00am-4:00pm, Monday to Friday) and for cultural activities between 5:00pm to 9:00pm.
4. For activities that are held after working hours and on weekends, and for which the Consulate is not an active partner, there should always be a Consulate staff member present and the cost of such a presence is the responsibility of the event's organizer.
5. Catering is allowed but only non-alcoholic beverages (soft drinks) are to be served and these should be in individual bottles or cans.
6. User groups will be responsible for clean-up of the room prior to leaving.
7. Reservation requests must be addressed to the Consul General and should be made no later than two weeks in advance of the date of use.

EXCLUSIONS

The following activities are excluded from the use of the Communities Room:

1. Activities of political/partisan nature.
2. Activities that involve serving alcoholic beverages and which can jeopardize the Consulate's good neighbor/condominium relations.

Quincy, July 10, 2013

The Consul General, Pedro Graciano Carvalho