

# Inventory Closet Reservations

The Inventory Closet supports neighborhood councils and Community Assembly bring awareness to and increase participation within their neighborhood council system. Items in the closet are reservable on a first-come first-served basis. Below are instructions for reserving items based upon who is reserving the items.

## **Neighborhood Council & Community Assembly Reservations**

1. Review the Inventory Guide to identify items to reserve, located here: [tinyurl.com/NCInventoryGuide](https://tinyurl.com/NCInventoryGuide)
2. Complete the inventory check-out form at least 72 business hours before items are needed. Check-out form is here: [tinyurl.com/InventoryCheckOutForm](https://tinyurl.com/InventoryCheckOutForm)
3. Office of Neighborhood Services staff will contact group once reservation has been processed to confirm if items are available, and rental agreement form must be signed before receiving check-out instructions.

## **Third Party Community Organizations**

Community/nonprofit organizations that are interested in renting inventory closet items for their community events can go through a sponsorship process to check out the items. Inventory closet sponsorships are at the discretion of the neighborhood council and can be declined if the request does not align with the purpose of the inventory closet. For community groups interested in securing an inventory closet sponsorship, please email [gryan@spokanecity.org](mailto:gryan@spokanecity.org) for the guidelines on requesting a sponsorship.

# Inventory Closet Reservations

## Inventory Closet Sponsorships for Community Organizations

The Inventory Closet supports our neighborhood councils who are increasing social bonds in the Spokane community. If a third party organization seeks a sponsorship from neighborhood councils to reserve items for their events, the following guidelines apply:

1. The event the items are being requested for must be a publicly accessible community event within the Spokane city limits, in which all folks are welcomed to participate.
2. To find out which neighborhood council the event will be taking place in, visit this page to discover the respective council and the contacts for that council:  
[spokanecity.org/neighborhoods/councils](http://spokanecity.org/neighborhoods/councils)
3. Reach out to the Chair of the neighborhood council to ask for an inventory sponsorship for the event. This email must be sent a minimum 30 days before the event. Include the following: Details of the event (location/time/topic of event), what items are needed, how the organization plans to include the neighborhood council in the event.
  - a. Expectations of the sponsorship: Recognition of the sponsorship by including the neighborhood council as a sponsor on all marketing materials. If it's an event in which tabling would be appropriate, the neighborhood council (if capacity allows) should be welcomed to table at the event to meet with residents to share community resources.

# *Inventory Closet Reservations*

## **Inventory Closet Sponsorships for Community Organizations continued**

- b. Neighborhood councils will discuss the sponsorship at their neighborhood council meeting or via messaging thread between council members. It is possible that the neighborhood council will want the event organizer to present their event and sponsorship request at their meeting. Neighborhoods reserve the right to decline sponsorship requests.
4. If neighborhood council agrees to a sponsorship, they will submit the request for the inventory closet, and they will communicate with the event organizer when to meet them to pick-up/drop-off the items.
5. Item reservation priority goes to neighborhood council and Community Assembly organized events. Items are available on a first-come, first-served basis. Third party groups are expected to follow all guidelines presented to them regarding the use and care for the items reserved.