

INTERNAL REGIME REGULATIONS OF LA CENTRAL DEL CIRC

All members of the community of La Central del CIRC have the right to live and work together in a positive climate of coexistence, and they have the duty to contribute to this atmosphere with their attitude and behaviour in all areas of activity within the space.

It is the responsibility of the management team of La Central del CIRC, in their role of managing and directing the space, to oversee and enforce these rules of coexistence.

The community of users of La Central del CIRC is required to respect and adhere to the following regulations:

a) Space regulations:

- Opening hours are from Monday to Friday, from 10 am to 8 pm, except on public holidays. During the month of August, the schedule is from 10 am to 5 pm.
- Parking bicycles or any other wheeled vehicles inside the premises is not allowed.
- Animals are prohibited inside the premises.
- Smoking is strictly prohibited throughout the venue.
- La Central del CIRC is not responsible for any personal belongings left within the space; individuals are responsible for their own belongings.
- Training fees must be paid promptly by the due date.

b) Coexistence in the training room:

- The use of the training room and its equipment is exclusively for professional circus artists.
- The training room is a shared space. It is important to take care of it and respect coexistence with other colleagues.
- The training room is divided by disciplines. Reservations can be made through La Central del CIRC website.
- Permission must be obtained from colleagues before playing music.
- At the end of training sessions, it is mandatory to leave the space clean and organized.
- Upon entering, street shoes must be removed.

- No food or drinks are allowed, except for water.
- Objects, glass, or ceramic containers are strictly prohibited from entering.
- The room must be vacated 15 minutes before the center's closing time.
- Minors must be accompanied by a legal guardian and require prior team permission to enter the training room.

c) Materials for training:

- The training room is equipped with various training equipment such as mattresses, backrests, an acro dance floor, trampoline, etc., and safety equipment including anchoring points, ropes, belts, etc.
- Users must return all used materials to their designated places and clean them using the products provided on the shelves in the room.
- Each artist is responsible for bringing their own approved circus and rigging materials in good condition. La Central del Circ provides anchoring points for the artists' use.
- Generally, leaving equipment assembled permanently or semi-permanently for personal use is not allowed; such equipment is intended for community use.
- Using another person's materials without permission is strictly prohibited.
- The safety technician at La Central del Circ reserves the right to request the disassembly of any equipment deemed not in optimal condition according to their assessment.
- All requests for assembly or disassembly of equipment must be made through an appointment with the technician of La Central del Circ (tecnic@lacentraldelcirc.cat), at least 24 hours in advance and confirmed by them. Failure to do so may result in unavailability of technical staff from La Central del Circ.

d) Material and storage cabinets:

- Annual fee users have access to a closet where they can store their daily training equipment. Each person is allowed to store a maximum of 2 devices (if required by their discipline).
- Temporary users (weekly or monthly fee) can use the cabinets only on the days they are training. If they abstain from training for more than a week, they must remove their materials.

- All materials stored in the cabinets must be labeled with the owner's name.
- If any of these requirements are not met, La Central del Circ reserves the right to allocate these materials to other uses as it deems appropriate, including moving them to a payment storage area and claiming corresponding fees from the owner.
- La Central del Circ is not liable for materials stored in the daily use cabinets.
- It is strictly prohibited to store any materials in these cabinets that are not circus training equipment.

e) Changing rooms:

- Users are responsible for maintaining hygiene and order in this space to the best of their ability.
- Personal belongings must be stored in lockers during training sessions, which are available for free use.
- If you need to store valuable items, you can request a locker with a key at the reception.
- Every Friday, the changing rooms must be completely cleared of all belongings.

f) Working safely:

- Safety technicians oversee to prevent improper use of the space and equipment by professionals.
- All users of La Central del Circ are required to have accident insurance. If a user already has accident insurance, they must present a copy of the policy on their first day of activity. Otherwise, they can purchase accident insurance from La Central del Circ. This insurance provides coverage for medical expenses in case of accidents during activities, including treatment and recovery costs for the artist involved. La Central del Circ strongly recommends that all artists also maintain private insurance.

g) Rules for creation rooms:

- The opening hours for the creation rooms are the same as the center: Monday to Friday, from 10 am to 8 pm, except on public holidays. During August, the schedule is from 10 am to 5 pm.

- The creation rooms are equipped with various cleaning materials. It is the responsibility of the artist or the company using the rooms to use these materials and ensure the rooms are cleaned and cleared at the end of their residency or rental period.

h) Kitchen and recreation spaces:

- Users are responsible for ensuring the space is left clean and orderly after use.
- The fridge and shelves are shared amenities. Every Friday, all contents must be removed for cleaning purposes.
- After using the microwave, ceramic hob, oven, or any other equipment, it must be cleaned thoroughly.

i) Protocol against sexist violence:

- It is the responsibility of users to respect and adhere to the current [Protocol of Action for the Detection, Prevention, and Response to Sexist Violence](#) approved by the APCC (Association of Circus Professionals of Catalonia) and La Central del Circ.
- It is the responsibility of the organization to respect and adhere to the current Protocol of Action for the Detection, Prevention, and Response to Sexist Violence approved by the APCC and La Central del Circ.
- It is the responsibility of the organization to inform users about the current Protocol of Action for the Detection, Prevention, and Response to Sexist Violence approved by the APCC and La Central del Circ.

Sanctioning System

Failure to comply with the rules of coexistence by the community of users at La Central del Circ results in infractions that may lead to the imposition of the following sanctions.

Conducts and actions that disrupt the coexistence of the user community may be subject to sanctions imposed by the management team of La Central del Circ, whether they occur within the training space or elsewhere on the premises. Furthermore, corrective and punitive measures may be applied to actions by users that occur outside the training space and premises but are influenced by relationships established within La Central del Circ, or directly impact other users or community members.

The management team of La Central del Circ also has the authority to impose the sanctions outlined in this Internal Regime as precautionary measures during the period between the initiation of the disciplinary process and its resolution, upon communication of the final decision. This action may be taken whenever deemed necessary to promote or enhance the coexistence among users of La Central del Circ.

Failures and sanctions related to coexistence

1. The following behaviours are serious offenses that harm coexistence within this space:

- a) Injuries, verbal attacks, aggressive attitudes, physical or psychological aggressions, threats, vexations, or humiliations towards other members of the community, intentional damage to their belongings, and acts that seriously violate their privacy or personal integrity.
- b) Unjustified disruptions that seriously affect the normal development of activities within the space, and the serious deterioration of its facilities, dependencies, or equipment.
- c) Improper or unauthorized use of the name and identification logos of La Central del Circ or the APCC to the extent of causing harm or making public statements.
- d) Any action or representation on behalf of La Central del Circ or the APCC without proper authorization.
- e) Engaging in sexual harassment towards a worker, associate, user, or anyone in a business relationship, as defined by the behaviors, expressions, or actions deemed serious or very serious according to the current Protocol for Detection, Prevention, and Action against Sexist Violence approved by the APCC and La Central del Circ.

2. The following behaviours mildly disrupt coexistence within this space:

- f) Occasional breaches of any of the rules of coexistence outlined in this document that are not classified as serious offenses.
- g) Unjustified disruptions affecting the normal development of activities within the space and the deterioration of its facilities.
- h) Public criticisms of La Central del Circ or the APCC.
- i) Distribution of materials, clothing, posters, or any other type of communication openly contrary to the goals of La Central del Circ.

- j) Improper or unauthorized use of the name and identification logos of La Central del Circ or the APCC.
- k) Engaging in sexual harassment towards a worker, associate, user, or anyone in a business relationship, as defined by behaviors, expressions, or actions deemed serious or very serious according to the current Protocol for Detection, Prevention, and Action against Sexist Violence approved by the APCC and La Central del Circ.

3. Acts or conduct referred to in paragraphs 1 and 2, involving discrimination based on gender, sex, race, birth, or any other personal or social condition of the individuals involved, must be considered particularly serious.

4. The sanctions that can be imposed for committing any of the offenses classified in paragraph 1 as serious are:

- a) a) Suspension of the right to access the training space for a specific period and/or to other spaces and activities organized by La Central del Circ or the APCC.
- b) b) Suspension of the right to access the training space and/or other spaces and activities organized by La Central del Circ or the APCC for a specified period.
- c) c) Permanent suspension of the right to access the training space and/or other spaces and activities organized by La Central del Circ or the APCC.

5. The sanctions that can be imposed for committing any of the offenses classified in paragraph 2 as mild are:

- a) Written warning.
- b) Suspension of the right to access the training space and/or other spaces and activities organized by La Central del Circ or the APCC for a specific period.
- c) Suspension of the right to access the training space and/or other spaces and activities organized by La Central del Circ or the APCC for a specified period.

Sanctioning Procedure

This internal regulation applies to the entire community of La Central del Circ.

The body empowered to impose sanctions and precautionary measures on members subject to this internal regulation is a committee that will act in accordance with the provisions outlined in this document.

Composition of the Committee

The committee is a collegial body composed of five members:

- Two members from the La Central del Circ team.
- One member from the APCC office, associated with the monitoring committee of the APCC's anti-violence mailbox.
- One advisory member with accredited legal training.
- One advisory member with accredited training in mediation and conflict resolution.

The term of office shall be two calendar years from the date of election or until the designated person no longer belongs to La Central del Circ or the APCC. Members are eligible for re-election.

Processing of the Sanctioning File

The processing of a sanctioning file ensures the right to intervene and defend the user subject to the sanctioning procedure, potentially averting the imposition of the penalty.

The sanctioning procedure initiates ex officio or upon communication via email to gerencia@lacentraldelcirc.cat. Within a period of 10 natural days from becoming aware of the facts, the commission, acting as a collegiate body, will select three of its members to form an instructor subcommittee for the sanctioning file.

Any precautionary suspension outlined in this internal regulation may only be decided upon initiation of the sanctioning file and must be justified by the facts and behaviors detailed within.

The instructor subcommittee will commence proceedings within 5 days of its formation, notifying all concerned parties. However, within a maximum of 30 days from formation, considering the facts, behaviours, or attitudes under scrutiny and the investigations conducted to clarify them, they will prepare an official report stating:

- A clear and precise description of the facts, behaviors, or attitudes on which the potential sanction is based, including the date of occurrence.
- A recommendation for the sanction proposed.

The specifications must be detailed to allow the person subject to the sanctioning procedure to present their case effectively.

The instructor subcommittee will notify the subject of the procedure in writing of the charges, who will then have 5 natural days from the day after receiving the notification

to present a defence, stating all relevant arguments and evidence to contest the proposed penalty. Decisions during the instruction procedure will be made by consensus among the three designated members.

Upon receiving the defence, the commission will, within 5 natural days from the day after receipt, communicate the resolution of the procedure in writing to the subject.

The resolution will conclude the procedure and may either impose the sanction or dismiss it. If the penalty is imposed, the resolution will include:

- A description of the sanctioned facts, behaviours, or attitudes.
- The sanction imposed and the period during which it will be effective.
- The reasons justifying the imposition of the sanction.

If the penalty is dismissed, the resolution will include:

- A description of the accredited facts, behaviors, or attitudes.
- The reasons justifying the dismissal of the sanction.

Liability for Damages

The user who, intentionally or through negligence, causes damage to the facilities, premises, or materials of La Central del Circ, or removes material from it, must repair the damage or restore what has been removed. This is without prejudice to the corresponding civil liability, in accordance with the terms determined by current legislation.

Additionally, through this document, the Internal Regime Regulations of La Central del Circ are established in relation to the assigned space.