

# Top Floor Social Justice & Environmental Action Hub

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# What is the Top Floor Hub?

**The Top Floor Hub is a dynamic, community-centred space for action, sharing, learning and dreaming, used by a range of changemaking individuals/ groups working across the city.**



The Top Floor Hub drives forward Manchester Museum's mission to build understanding between cultures and a more sustainable world by opening up our space and resources to support local communities taking action on the issues they care about.

Flexible meeting spaces in the hub are used regularly to house a range of activity including desk based working, workshops and learning days, pop-up exhibitions, community sharings and takeovers. It's also a place for conversation and connection, where people can come together to share ideas and make plans.

It's also a place where community organisers can come to access the Museum's resources, benefit from its wide-ranging research and make use of its global collections. For example, the Botany collections have been used by our Top Floor partners to inform planting and pollution-combatting action in neighbouring Ardwick. Residencies and workshops with neurodivergent young people and artists have explored different sensory experiences of the natural world through mammal and bird collections.



# Principles shaping The Top Floor



## Social Justice

We define social justice as a process that recognises the roots of injustice and disrupts cycles of injustice by building understanding, solidarity and collective capacity for change – taking action to rebuild a just and equitable world.

## Environmental Action

We see this as being about behaviours and practices that reduce our negative impact on the earth and our environment and move us towards becoming a low carbon and low waste society. This includes rebuilding and repairing human connections with the natural world, considering the equal rights of all life on earth, and reimagining how we might live with one another and the planet in a more fair and sustainable future.

## What this looks like in practice

The Top Floor Hub is centred around a shared commitment to Social Justice and Environmental Action. We believe that everyone is entitled to the same human rights and environmental protections and should have access to the resources and meaningful involvement in the policies and action that shape their communities. Ingrained societal and global inequality means not everyone experiences these rights. As such, The Top Floor Hub, prioritises support for marginalised groups that are typically excluded from decision-making and equitable access to resources.



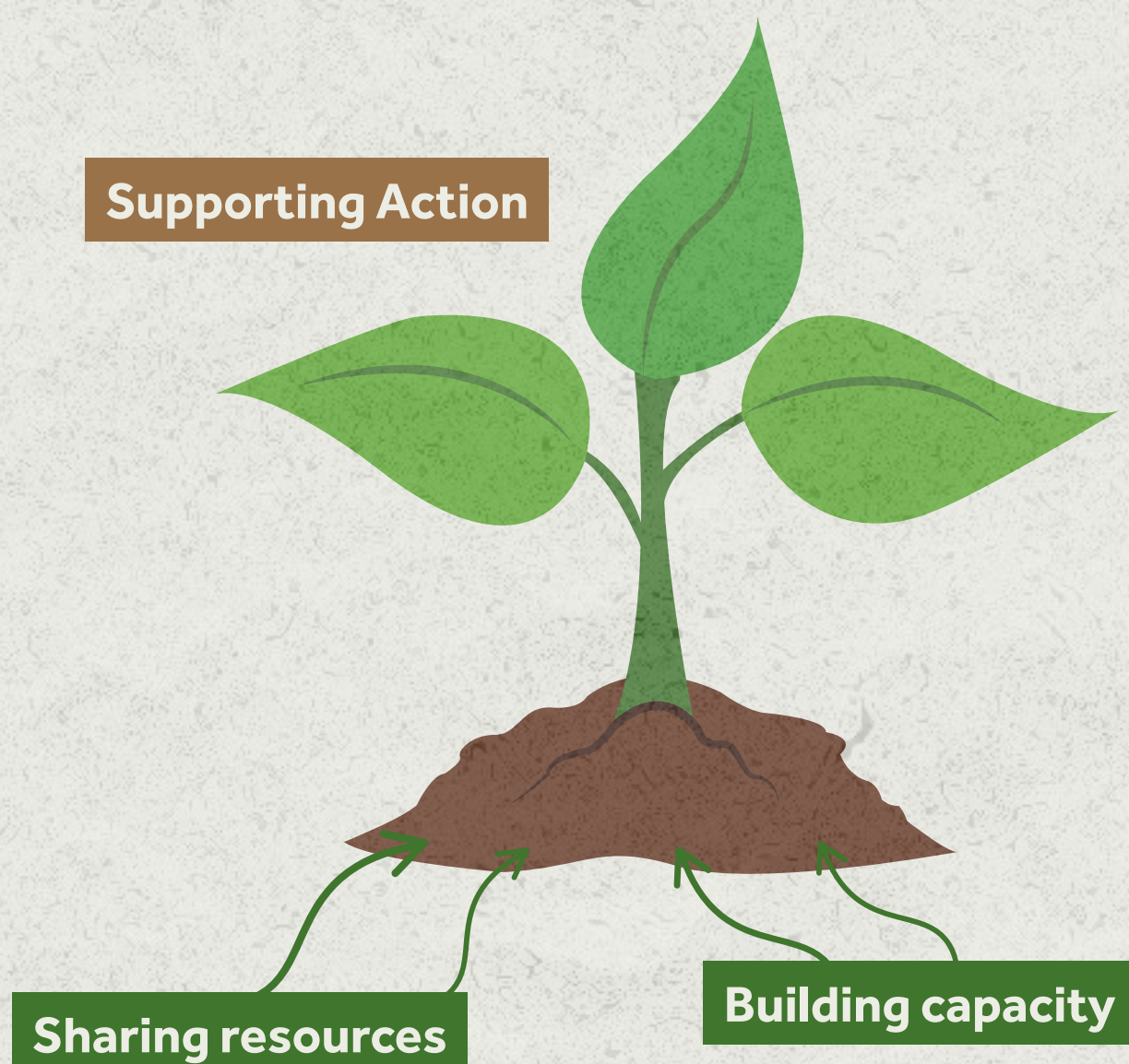
# Top Floor Partners

We welcome individuals, groups and organisations with a commitment to social justice and environmental action to join us as Partners. Partners are invited to use The Top Floor Hub on a regular basis, as a base for working, connection and activity.

How each Partner uses the space is agreed in a personalised working agreement. Some partners use the co-working desks and spaces on a weekly basis, others use available spaces for monthly or ad-hoc meetings and events.

We run regular engagements throughout the year, bringing partners together to support and encourage collaboration and to nurture capacity and network building, across our sectors.

Through establishing, building and nourishing relationships with Partners, we aim to **support action taking place in the city and beyond** through sharing museum resources and developing opportunities for Partners to build personal and organisational capacity.





# Top Floor Space Working Principles:

Social justice and environmental action underpins the mission of this hub, we ask all who use it to help us create an inclusive, accessible and welcoming environment for everyone. We ask that everyone who uses The Top Floor Hub agrees to our working principles:

We recognise and welcome everyone's identity: including each person's race, gender, religion, sexuality, citizenship status and abilities. We encourage differences to be embraced and respected – **there is enough room for us all.**

We do not accept behaviour, ways of working and attitudes that harm, exclude or disrespect others. This includes, but is not limited to racism, anti-religious hate, homophobia, transphobia, sexism, ableism, xenophobia and classism.

We recognise that in order to create safer spaces for groups marginalised by society, holding exclusive or 'closed' spaces is an important aspect of helping people to feel safer. Decisions about these spaces taking place in The Top Floor Hub are made in discussion with Top Floor Managers, who encourage that an inclusive and intersectional approach is taken to ensure marginalised people are not further marginalised by this practice.

We encourage a sustainable approach to how we use resources in the hub – avoiding single use materials, sharing and reusing what we already have, and as a last resort, recycling where we can. Partners can support us in this by limiting what they bring into the space, and bringing their own reusable drinks and food containers. We ask everyone to be mindful about energy and water use - if you've boiled enough water for a few cups of tea, why not offer to make a round!

The following are actions and values we strive to work by in The Top Floor Hub, we invite all who share the space with us to consider them (if not already) in your work too:

care, solidarity, honesty, justice, generosity, equity, hope, accountability, compassion



# Becoming a Top Floor Partner

To enquire about becoming a Top Floor Partner, you can request an enquiry form by emailing [TopFloorMM@Manchester.ac.uk](mailto:TopFloorMM@Manchester.ac.uk)

Top Floor Partner access to the hub is based on an equitable sliding cost scale to ensure that those most in need of the space have no barriers to access.

## Baseline costs for The Top Floor:

Co-worker package, price per desk per month (+VAT if applicable)	
1 day per week flexible	£30
2 days per week flexible	£50
3 days per week flexible	£60
Unlimited hot desking	£100

## Additional storage costs are negotiable

### Price includes:

- 3 month free trial
- All utilities, wifi and printing
- Desk access between Monday-Saturday 8.30am-5pm, Wednesdays until 9pm
- Use of informal meeting areas and the lounge at any time
- 50% discount on room hire rates for Top Floor spaces (guide below)
- Access to hourly rates for private meeting spaces on the Top Floor (availability dependent)
- Use of staff facilities and 20% discount in Manchester Museum shop and café
- Temporary storage provision of small non-valuable items
- Ability to receive mail and deliveries (although please discuss with us any intention to use Manchester Museum as your registered business address)



# Top Floor Hires

Spaces in The Top Floor Hub are available for hire by people and organisations who share our values and commitment to Social Justice and Environmental Action

Top Floor Spaces	Half Day	Full Day
<b>Classroom</b> (capacity 60)	£307	£460
<b>Workshop</b> (capacity 30)	£200	£300
<b>Open Learning Space</b> (capacity 20)	£180	£270
<b>Community Hub</b> (capacity 16)	£167	£250
<b>Seminar Room</b> (capacity 12)	£167	£250
<b>Therapy Room</b> (capacity 8)	£120	£180
<b>Whole Top Floor</b> (capacity 100)	£600	£900

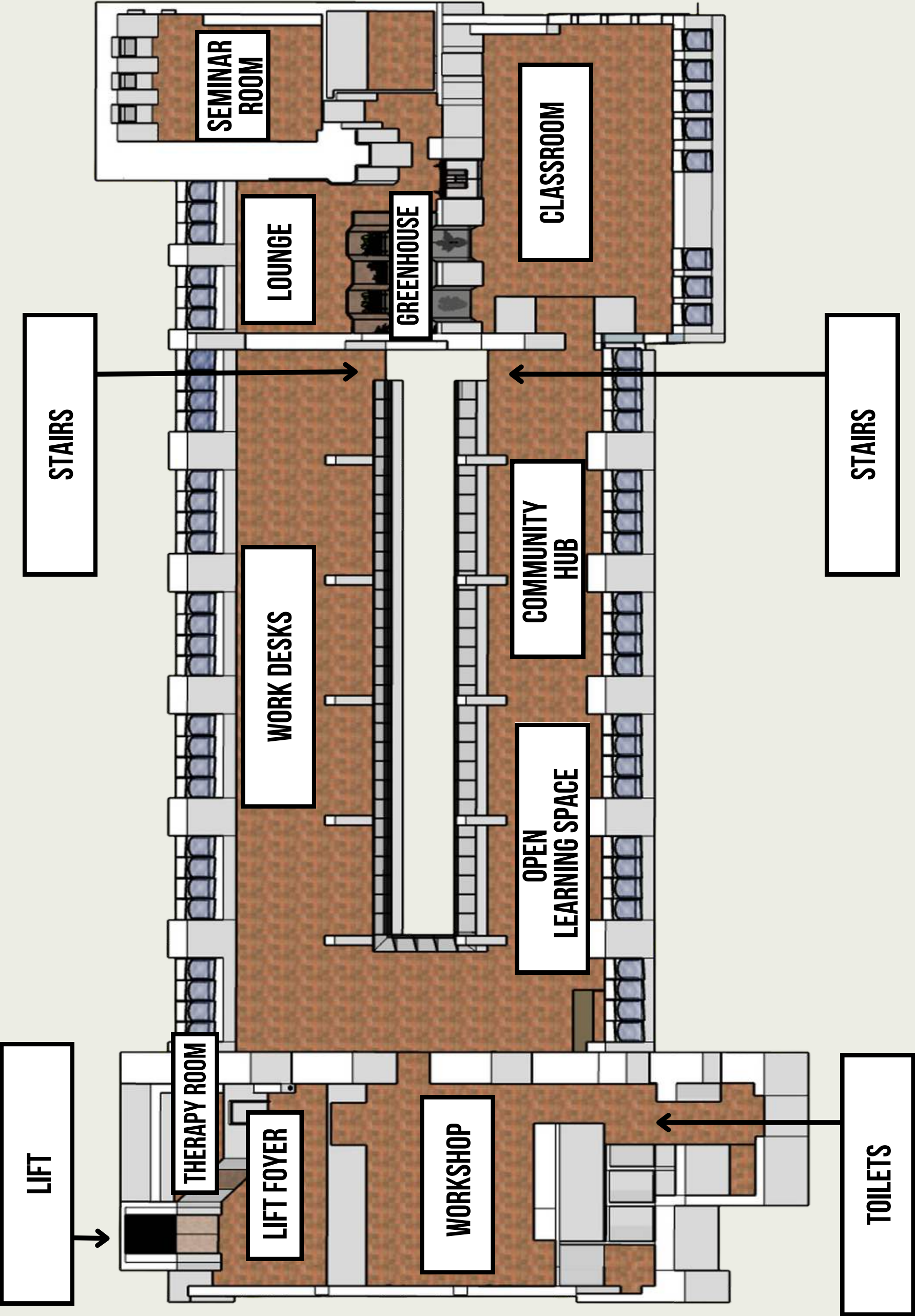
Additional	
Additional cleaning (required for bookings with food)	£15 p/hour (+VAT)
AV support	£200 flat fee (+VAT)
Out of hours staffing	to be negotiated

Discounts available	(guidance, please get in touch to discuss)
University of Manchester (internal)	10%
Registered Charity	25%
Manchester Museum Partners	50%

**Prices above are for hires during museum open hours.** Out of hours bookings need to be made 3 months in advance and are subject to staffing availability. Additional costs to open the building to be discussed on booking.



# Top Floor Hub Floor Plan





# Space Use Agreement :

**Please note your responsibilities when hosting your event at Manchester Museum:**

- Activities must be properly supervised at all times.
- You are responsible for holding a list of attendees in case of emergency evacuation.
- Please ensure you have relevant safeguarding provisions in place, including (but not limited to): risk assessments for your activities, a safeguarding policy/action plan and/or an engagement agreement that outlines expectations for how people engage with each other and who is responsible.
- Please comply with all relevant Health and Safety and Food and Drink guidelines for the duration of your event, as advised by Manchester Museum staff.
- Ensure that passageways, stairways, and fire exits are kept free of obstruction in full compliance with emergency procedures.
- Access to spaces is possible during the times agreed at point of booking. You are required to start and finish at the agreed times.
- Please leave the spaces clean and tidy. Any additional costs incurred due to excessive rubbish or cleaning may be added to your invoice.
- Property brought into Manchester Museum is at the owner's risk.
- Please ensure you have adequate insurance cover suitable to the event taking place.