

**Agreement between:**

**Timelab (represented by)** \_\_\_\_\_

**And**

**Being\*** \_\_\_\_\_

***Open space principles:***

*When it starts is the best time to start*

*Whoever comes is the right person*

*When it's over it's over*

*Whatever happens is the best thing that could have happened*

*(or any other inspirational text or quote that suits Timelab ideology)*

**Output: Not you for yourself on your own**

**...but questioning, sharing and being in dialogue**

Project description \_\_\_\_\_

@Timelab: Is showing/participating in some sort of festival/contribution required?

Time frame: The type of residency needs to be clarified. Clear start and end date.

**Support from Timelab: No judging, jurying, or refereeing**

**...but coaching, Growing, Encompassing**

**Timelab** will welcome and host the **Being** with heart and soul.

**Timelab** will introduce the **Being** to different actors, partners, community that are relevant to the project and/or the research and will keep the **Being** updated with what is happening in the space, within the organization and the neighbourhood.

**Timelab** will assist the **Being** in the working process (*literature, material, potential professional connections, matching experts within Timelab's environment and beyond*)

**Timelab** will make the project and its process more visible by spreading the news about it within the **Timelab** network and beyond.

**Timelab** will support **Being** by matching an expert or coach for personal and professional growth.

**HR – welcoming and connection between Time staff/Being**

**Responsibility of the Being: No starting when you already know the end result**

**...but hacking, prototyping, failing and exchanging**

The **Being** will comply with process (work/goals) set in the description of **Output** and comply with it, if not, provide good reasons for why it didn't work.

The **Being** will be open to documenting, archiving and sharing the process of the project with **Timelab** and its audience as well as take initiative to understand, contribute and participate (if possible) in what is happening in and around **Timelab**.

The **Being** agrees that all the material, artefacts, documents ... created during the residency will go under **creative commons ownership** and/or **OSI** agreement.  
The **Being** agrees to credit **Timelab** in future development of the project as **a facilitator, support, co-producer...**  
The **Being** agrees to stay flexible and open for changes/challenges, communicate directly if problems/discomfort arise and treat people and space with respect.  
The **Being** is responsible for hers/his own happiness

**Responsibility of Timelab: Don't institutionalize, never stagnate and never artificially install rules and systems**  
**... but transmit, support, involve and remain transparent**

**Timelab** will stay flexible for changes and remain open for challenges during the whole period of residency and communicate directly if problems arise.

**Timelab** will assist the **Being** to comply with creative and administrative agreements

**Timelab will provide good working environment – (space/desk/internet/kitchen/connection to other organizations with spaces), accommodation, the means and platform to document and archive process**

**Timelab** will invite/support the **Being** to present the work (**Output**) in non-conventional ways.

**Timelab** will provide feedback and reflection during the process.

**Finances and Profit: Not the main motivation of the Being**

**...but instead creating value through transectorial connections and principles of commoning**

The **Being** will set realistic goals and work value within the budget provided and use financial means to optimize a balance between output, time and energy.

**The Being is given a certain amount and its up to it how it spends it (responsibility) Material – if not provided at Timelab? Will Timelab organize the correct partner for future development of the project?**

The **Being** agrees to comply with administrative rules, and ask for help if needed.

We certainly trust you, but it is important to note:

The **Being** is responsible for its own injuries, losses, theft and damage to material or infrastructure.

**Timelab** is not responsible for any illegal activity that occurs during or in the name of the residency.

**\*A Being is....(clear definition)**