

## Sample Community Use Timeline: 8 Weeks

Week	Tasks
<b>Week 1</b>	<ul style="list-style-type: none"> <li>✓ List potential community spaces.</li> <li>✓ Gauge community interest through informal survey.</li> <li>✓ Develop a concept and choose a location.</li> </ul>
<b>Week 2</b>	<ul style="list-style-type: none"> <li>✓ Contact key players.</li> <li>✓ Distribute information about the benefits of community use to key players.</li> <li>✓ Find out about upcoming community meetings where you can promote your idea for community use.</li> </ul>
<b>Week 3</b>	<ul style="list-style-type: none"> <li>✓ Schedule a meeting with key players.</li> <li>✓ Ask meeting participants to bring relevant information to the meeting, such as insurance information.</li> <li>✓ Conduct a site visit.</li> <li>✓ Make a list of everything that will need to be included in your community use agreement based on your site visit.</li> </ul>
<b>Week 4</b>	<ul style="list-style-type: none"> <li>✓ Meet with key players.</li> <li>✓ Bring the Model Community Use Agreement to your meeting and discuss what your individual community use agreement will cover.</li> <li>✓ Draft a preliminary budget.</li> <li>✓ Discuss potential sources of funding.</li> <li>✓ Develop a community use agreement implementation timeline.</li> <li>✓ Assign tasks to key players.</li> <li>✓ Schedule follow-up meeting.</li> </ul>
<b>Week 5</b>	<ul style="list-style-type: none"> <li>✓ Key players perform their assigned tasks.</li> <li>✓ Draft a community use agreement based on the concept and preliminary budget.</li> <li>✓ Circulate the draft community use agreement to key players.</li> <li>✓ Ask the school, city, or town attorneys to review the draft community use agreement, if relevant.</li> </ul>
<b>Week 6</b>	<ul style="list-style-type: none"> <li>✓ Incorporate edits into the community use agreement.</li> <li>✓ Circulate the agreement for final approval.</li> <li>✓ Sign and date the community use agreement.</li> <li>✓ Plan how to publicize the community use initiative.</li> </ul>
<b>Week 7</b>	<ul style="list-style-type: none"> <li>✓ Prepare the community use space.</li> <li>✓ Draft press releases.</li> <li>✓ Post information about your community use project on social media and town/school calendars.</li> <li>✓ Distribute information about the project at community events.</li> <li>✓ <u>Open the doors or gates of your site for community use!</u></li> </ul>
<b>Week 8</b>	<ul style="list-style-type: none"> <li>✓ Meet with key players to get feedback on the first community use session.</li> <li>✓ Make a plan for ongoing monitoring of the community use project.</li> <li>✓ Continue to publicize your community use initiative.</li> </ul>

Excerpt from *The Massachusetts Community Use Toolkit*,  
published by the Center for Health Law and Policy Innovation at Harvard Law School.

Find the toolkit at <http://www.chlpi.org/projects-and-publications/health-library/>