## Sample Community Use Timeline: 8 Weeks

<table>
<thead>
<tr>
<th>Week</th>
<th>Tasks</th>
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| **Week 1** | ✓ List potential community spaces.  
✓ Gauge community interest through informal survey.  
✓ Develop a concept and choose a location. |
| **Week 2** | ✓ Contact key players.  
✓ Distribute information about the benefits of community use to key players.  
✓ Find out about upcoming community meetings where you can promote your idea for community use. |
| **Week 3** | ✓ Schedule a meeting with key players.  
✓ Ask meeting participants to bring relevant information to the meeting, such as insurance information.  
✓ Conduct a site visit.  
✓ Make a list of everything that will need to be included in your community use agreement based on your site visit. |
| **Week 4** | ✓ Meet with key players.  
✓ Bring the Model Community Use Agreement to your meeting and discuss what your individual community use agreement will cover.  
✓ Draft a preliminary budget.  
✓ Discuss potential sources of funding.  
✓ Develop a community use agreement implementation timeline.  
✓ Assign tasks to key players.  
✓ Schedule follow-up meeting. |
| **Week 5** | ✓ Key players perform their assigned tasks.  
✓ Draft a community use agreement based on the concept and preliminary budget.  
✓ Circulate the draft community use agreement to key players.  
✓ Ask the school, city, or town attorneys to review the draft community use agreement, if relevant. |
| **Week 6** | ✓ Incorporate edits into the community use agreement.  
✓ Circulate the agreement for final approval.  
✓ Sign and date the community use agreement.  
✓ Plan how to publicize the community use initiative. |
| **Week 7** | ✓ Prepare the community use space.  
✓ Draft press releases.  
✓ Post information about your community use project on social media and town/school calendars.  
✓ Distribute information about the project at community events.  
✓ Open the doors or gates of your site for community use! |
| **Week 8** | ✓ Meet with key players to get feedback on the first community use session.  
✓ Make a plan for ongoing monitoring of the community use project.  
✓ Continue to publicize your community use initiative. |

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