

## The Good Earth Food Co-op Community Room Guidelines

The Good Earth Food Co-op Community Room is a place for our Owners and the community members to gather. We hope you will enjoy using the room!

### **The Basics:**

The Room can accommodate up to fifty people. There are four six-foot folding tables, thirty-four stackable chairs, and twenty folding chairs available for your use. If damaged, the replacement cost of the tables is \$50.00 each, and the chairs are \$12.00 each. We do not provide tablecloths.

### **Fees:**

Room rental is free for Owners and registered non-profits. For others, the rate is \$15 for the first hour and \$5 for each subsequent hour. This is paid at least one week prior to the event.

For all renters- if you are charging a fee for your event, the Co-op will collect an additional 15% fee based on what you earn that day. This is paid immediately after the event.

### **Scheduling:**

The Community Room is rented on a first come, first served basis. Priority is given to Owners, events that are open to Owners, and to events that fulfill the Good Earth Food Co-op's Mission Statement. Events may be scheduled up to one year in advance, and ongoing events can be scheduled six to twelve months out.

*We require that you give at least 1 month's notice prior to the application's expiration date to renew an ongoing time slot.*

If you must cancel your event, please let us know as soon as possible. Cancelling without advance notice will affect your ability to use the Community Room in the future.

### **Please be courteous:**

Be aware of your scheduled room time; another group may be waiting. You may want to schedule an extra fifteen minutes before and after your event to allow time for clean-up.

You are responsible for both set up and clean up, unless you request catering service.

Please remind your guests that the Good Earth respectfully requests no outside food or beverages.

Water is an exception.

The Community Room is not sound-proof. Singing, shouting, instruments, and other loud noises can be heard by shoppers and employees. Please be aware of your volume.

### **Contact:**

The Community Outreach Coordinator can be reached at [communityoutreach@goodearthfoodcoop.coop](mailto:communityoutreach@goodearthfoodcoop.coop)