



COMMUNITY ROOM GUIDELINES & PROCEDURES

The Brattleboro Food Co-op Community Room is located on the second floor of the BFC and is accessed from the Canal Street entrance. The Community Room is available at no charge to Co-op Shareholders and non-profit groups. There is a \$50 fee for businesses and all other groups, including non-shareholders, that would like to rent the room, or if you intend to charge for entry to a class or event. Primary use of the BFC parking lot is for shoppers, so please park off-site.

The Community Room is open for use Monday - Saturday from 8:30 am – 7:30 pm and Sunday from 9:30 am – 7:30 pm, with a 3-hour maximum time limit, some exceptions may apply. Ongoing events can be scheduled for up to 3 consecutive months up to 3 times per month and can be renewed so long as the room schedule allows. All events should be scheduled at least 5 days in advance, exceptions may apply. Priority of the room is given first to Co-op education programs and store needs. Tables, chairs, electrical outlets, internet access, sound system, and projector are available in the Community Room. If you plan on using the projector, we recommend scheduling an appointment with Shareholder Services to do a test run. Groups are responsible for setting up tables and chairs as needed and returning the room to its original condition at the end of the meeting. Please allow time for this and the general room clean up after use. Bathrooms are available in the hallway just outside the Community Room. The Canal Street door will be unlocked 15 minutes prior to your scheduled time, and will lock 15 minutes after your scheduled start time. Should you have any late arrivals in your party, you will need to let them in.

Maximum occupancy is approximately 23 people. Catering is available when requested at least two weeks in advance, for groups of 10 or more people. Please contact the Deli & Catering team for pricing.

Groups renting the room may be required to provide information about their program. No user of the Community Room shall imply in any way that their event is sponsored by the Co-op. All events must be non-discriminatory. The Co-op reserves the right to cancel or refuse use of the room at any time.

Please bring this completed and signed request form to Customer Service, or email to Shareholders@bfc.coop. You will be contacted once your reservation is confirmed.

Name of organization, if applicable _____

Contact Person First and Last Name _____

Co-op Shareholder? Y N Shareholder Number _____

Contact Phone _____ Email _____

Title of Event _____

Date of Event _____ Time of Event _____

Purpose of Meeting/Event _____

I have read and agree to the Community Room Guidelines & Procedures for use.

Signature _____ **Date** _____