



Community Room Guidelines & Procedures

The Brattleboro Food Co-op (BFC) Community Room is located on the second floor of the Co-op and is accessible via the Canal Street entrance.

Room Use & Availability:

- The Community Room is available at no charge to Co-op Shareholders and non-profit groups.
- A \$50 fee applies to businesses, non-shareholders, and any groups charging for entry to classes or events.
- The primary use of the BFC parking lot is for shoppers; please park off-site.
- Hours of availability:
 - Monday - Saturday: 8:30 AM – 7:30 PM
 - Sunday: 9:30 AM – 7:30 PM
 - Events are limited to 3 hours, with some exceptions.
 - Ongoing events can be scheduled for up to 3 consecutive months, up to 3 times per month, and may be renewed as long as the room schedule allows.
- Events must be scheduled at least 5 days in advance (exceptions may apply). Priority is given to Co-op education programs and store needs.

Room Features & Setup:

- The Community Room includes tables, chairs, electrical outlets, internet access, a sound system, and a projector.
- If using the projector, please schedule a test run with Shareholder Services in advance.
- Groups are responsible for setting up and returning tables and chairs to their original arrangement, as well as cleaning up after the event. Please allow time for this at the end of your reservation.
- Bathrooms are located in the hallway outside the Community Room.

Access:

- The Canal Street door will be unlocked 15 minutes before your scheduled time and will be locked 15 minutes after the scheduled start time. Late arrivals will need to let their group members in.

Room Capacity & Catering:

- The maximum occupancy is approximately 23 people.
- Catering is available for groups of 10 or more with at least two weeks' notice. Contact the Deli & Catering team for pricing at 802-257-0236.

Usage Guidelines:

- Groups may be asked to provide information about their program.
- The Community Room may not be used to imply Co-op sponsorship.
- All events must be non-discriminatory.
- The Co-op reserves the right to cancel or refuse use of the room at any time.
- The kitchen areas are off-limits; do not enter the connected kitchen or the store's kitchen.



Reservation Process:

- To reserve the Community Room, please complete and submit the request form to Customer Service or email it to Shareholders@bfc.coop.
- You will be contacted once your reservation is confirmed.

Thank you for your cooperation!

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** _____