



## Community Room Rental Policy

The Community Classroom may be reserved for a variety of occasions for Co-op Owners, Community Groups, and Non-profits.

All reservation requests are *due at least one week in advance* and subject to an approval process.

### Available Scheduling

The Community Classroom can be reserved up to two months in advance and is available for rental during open store hours:

Monday through Saturday- 8 a.m. to 8 p.m.

Sunday- 9 a.m. to 7 p.m.

Scheduled time includes set-up and clean-up. Participants must leave the classroom by store close and check out with the customer service desk or Manager on Duty.

### Rental Rates and Fees

Room rental rate \$20

\$50 refundable deposit

Kitchen- additional \$20 fee

Audio/Visual Equipment- additional \$20 fee

*\* A scheduled orientation is recommended prior to use*

Renters must be 18 years of age and in good standing with the Co-op.

Organizations with 501(c)3 non-profit status or who operate as non-profits similar to a 501(c)3 can apply to have the rental fees waived as a charitable donation from the Co-op to that organization.

Please make note on the application and submit at least two weeks in advance. Applications with donation requests will be notified of both rental and donation decisions.

All fees are due within 48 hours of the reservation. Once we have received payment with an approved date /time and signed user agreement, our Outreach Coordinator will contact you to confirm the reservation.

The room has 6 tables, 12 permanent chairs, and 16 folding chairs

Capacity: 25 people seated with table space, 30 seated, maximum 40

## **Event Policies**

The Community Classroom is intended for education and group events that are not for profit. No sales can be made within the classroom and any event requiring a registration fee must have special permission two weeks in advance through our Marketing and Member Services Coordinator.

The event shall not be disruptive to shoppers or employees throughout the store.

Food and Drink are permitted provided that any items from the Chequamegon Food Co-op are paid for at the register prior to use. No alcohol can be consumed on the premises. The use of the kitchen does not imply access or use to the pantry or any food therein.

## **Parking**

While we encourage you to combine your shopping experience with your event, our parking lot is limited and not intended for event attendees. While using the Community Classroom, please park in the street spots located on Main St, Chapple Ave, or 3<sup>rd</sup> Street.

## **Room Cleanup**

Your cooperation in keeping the classroom space clean is greatly appreciated. Please:

- return tables and chairs to their original positions
- make sure the floor is clean and swept as needed
- check the cleaning checklist located on the door
- renter must check out with the customer service desk or Manager on Duty before leaving

## **Cancelations**

Full refunds will be given for those canceling up to three days prior to the event.

All events must be non-discriminatory. The views and beliefs expressed in a rental event do not represent the Chequamegon Food Co-op owners, employees, or Board of Directors.

The Chequamegon Food Co-op reserves the right to refuse use of the room or ask anyone to leave at any time.

Chequamegon Food Co-op  
700 Main Street West  
Ashland, WI 54806  
(715) 682-8251



## Community Room Rental Application

Name of Applicant: \_\_\_\_\_ Owner #: \_\_\_\_\_

Event Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Contact Information: Phone Number: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

### Date and Time:

Date	Start Time (include set-up)	End Time (include clean-up)
_____	_____	_____

Is this day/time flexible? Y / N

### Description:

Kitchen  Audio/Visual Equipment

Anticipated Number of Attendees: \_\_\_\_\_

*The room has 6 tables, 12 permanent chairs, and 16 folding chairs  
Capacity: 25 people seated with table space, 30 seated, maximum 40*

### Rental Rates and Fees

Room rental rate \$20

\$50 refundable deposit

Kitchen- additional \$20 fee

Audio/Visual Equipment- additional \$20 fee

*\* A scheduled orientation is recommended prior to use*

Renters must be 18 years of age and in good standing with the Co-op.

Total rental fee: \$ \_\_\_\_\_  plus \$50 deposit

Please check if requesting Co-op donation money to cover rental fees- *you will be notified of the decision*

Alternate date and times if possible:

Date Start Time (include set-up) End Time (include clean-up)

_____	_____	_____
_____	_____	_____
_____	_____	_____

All fees are due within 48 hours of the reservation. Once we have received payment with an approved date/time and signed user agreement, our Store Operations Manager will contact you to confirm the reservation.

Renters must be 18 years of age and in good standing with the Co-op.

Office Use Only:	
<input type="checkbox"/> Rental Payment Received- amount _____ check number _____	<input type="checkbox"/> Donation Approval
<input type="checkbox"/> Deposit received-check number _____	
<input type="checkbox"/> Equipment Orientation Day and Time: _____	
<input type="checkbox"/> Cancellation Date _____ Refunded Y / N	

**Community Room Kitchen and AV Equipment Rental**

*The renter is responsible for all appropriate clean-up and all liability (please see Rental User Agreement).*

Please describe desired kitchen use and any equipment:

Please describe desired AV equipment use:

<p><b>Available Equipment:</b> Five burner gas range Dual wall ovens with convection Refrigerator with freezer 5-Quart KitchenAid mixer Cuisinart 7-cup food processor Various baking pans and utensils Cookware Dishes and cutlery</p> <p><i>You will review all equipment with the kitchen orientation upon rental and are welcome to bring in your own.</i></p>
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**Community Room Rental Agreement**

I, \_\_\_\_\_, have read and agree to use the Chequamegon Food Co-op Community Classroom in compliance with Rental Policies for the following:

Name of Organization: \_\_\_\_\_

This contract is good for the calendar year of 2016

The undersigned agrees to release the Chequamegon Food Co-op, its employees, and those participating on its behalf, from any liability from and against all loss, personal injury, damage, and expense relating to or arising out of the use of the Community Classroom or its equipment.

The undersigned hereby agrees that any damage occurring to the Community Classroom, building or its contents during use or as a result of such use is their responsibility and that the undersigned will bear the full cost of repair, including replacement, if necessary.

The Chequamegon Food Co-op reserves the right to ask anyone within the Community Classroom to leave at any time if a violation of policy or endangerment to others or property occurs.

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Signature

Contact Information (phone or email)

Date

Please return this form to:  
Chequamegon Food Co-op  
Attn: Kiersten Galazen, Store Operations Manager  
700 Main Street West  
Ashland, WI 54806  
(715) 682-8251