

# community room guidelines



## General Guidelines

- The community room is a space for meetings, events, and workshops for owners, non-owners, as well as groups and organizations. It is an inclusive space for use by everyone in the community. However, the building may not be used for commercial purposes, i.e. to promote or sell a service or product. Groups of all points of view are welcome, other than those in direct conflict with the Co-op's mission and values.

## Meetings

- Our space can comfortably hold up to 25 people.
- Alcohol is not permitted in the community room.
- Please let us know in advance if you need chairs arranged in a particular way. Otherwise, the room will be set up as it is for meal times. If you prefer to set up the chairs yourself, please let us know in advance.
- We ask that you make sure the room is clean and the chairs are reset upon leaving.

## Workshops

- Workshop presenters must avoid sales pitches. Workshops should provide information, not sell a product or service. It is acceptable for attendees to ask for your card, buy what you sell, or sign up for a service, as long as the content of the talk is not geared toward sales.
- Presenters must provide the information for the listing on our website, social media channels, and fliers.
- Alcohol is not permitted in the community room.
- We ask that you make sure the room is clean and the chairs are reset upon leaving.

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## **Pricing and Availability**

- The Community Room is available on a first come, first served basis, Monday through Friday 8am - 10am, 2pm - 5pm, and 7pm - 8pm, for up to two hours per reservation. We apologize that we cannot accommodate meetings over meal times. No outside food or drink is allowed.
- For co-op owners, the first two reservations a month are free. For every reservation after that, and for non-owner individuals and nonprofits, the Community Room is available for \$10/hour plus equipment/materials costs in the event there are any. The hourly rate is \$25 for for-profit organizations.

## **Cancellation Policy**

### ***Meetings***

- You may cancel up to 48 hours before the scheduled meeting.

### ***Workshops***

- Cancellation after the workshop is advertised to the public is strongly discouraged.
- If you fail to show up for your scheduled workshop, you will not be permitted to continue teaching workshops at the Co-op.