



## Mississippi Market Natural Foods Co-op Community Classroom Policy

The West 7<sup>th</sup> classroom is located at Mississippi Market at the corner of West 7<sup>th</sup> Street and Perlman Street in St. Paul. The East 7<sup>th</sup> classroom is located at Mississippi Market at the corner of East 7<sup>th</sup> Street and Maple Street in St. Paul. Tables and chairs are available for use. Use of the kitchen facilities requires an orientation with our Education Specialist prior to room use. **You can determine the availability of the room by calling, e-mailing, or visiting Mississippi Market's West 7<sup>th</sup> & East 7<sup>th</sup> customer service desks. We can then provide you with a User Agreement to complete and return with payment.**

- 1) **Room sign-up:** The co-op is given first priority for use of the room. Community groups can reserve the room by completing the User Agreement form and paying the reservation fee.

The room is officially reserved only when the co-op has received the registration payment and User Agreement. We are happy to accept payment by cash, check, or credit in person or by credit over the phone. The User Agreement form may be returned via e-mail or fax if paying over the phone.

The Community room is not available for for-profit use, i.e. paid classes or lectures.

We encourage class instructors to seek inclusion in the Mississippi Market education program, rather than renting the room independently. Only classes included in the education program may bear Mississippi Market's logo and endorsement. Contact Katie Marty, Education & Events Specialist, at [kmarty@msmarket.coop](mailto:kmarty@msmarket.coop) or 651-310-9482 for a class proposal form.

- 2) **Times Available:** Classrooms are available on Mondays and Fridays 5:00-8:00pm and on weekends depending on availability. Reservations are for 3 hour blocks and no more than 2 blocks (6 hours total) may be reserved on any one day.
- 3) **Room Rental Fees:** A use fee, payable in advance, of \$10 for each block of three hours or less is charged to groups without a formal budget (for example, a quilting group). Groups with a formal budget (typically registered non-profit organizations) will be charged a use fee of \$20 for each block of 3 hours or less.
- 4) **Rules for Room Use:** Mississippi Market reserves the right to refuse future reservations of community rooms if a group or any member fails to follow these rules:
  - a. Food and drink are permitted provided that they are purchased at Mississippi Market
  - b. No alcoholic beverages are permitted.
  - c. No amplified music or other noise outside the classroom is permitted.
  - d. Persons using the classroom must park on the street. Parking lot and priority spaces are reserves for shoppers.
  - e. The room must be left clean and in the same condition as prior use.
  - f. Kitchen facilities may be used only if an orientation has been scheduled with the Education & Events Specialist prior to the event. It is the user's responsibility to contact Katie at [kmarty@msmarket.coop](mailto:kmarty@msmarket.coop) or 651-310-9482 to arrange this.

Mississippi Market reserves the right to ask any classroom user to leave if they violate any of these rules or if, in the opinion of the co-op's manager on duty, the user's activities pose a threat to the safety of co-op members, shoppers, or staff or is in violation of the law.

**Thank you in advance for your responsible use of this community resource.**

**MISSISSIPPI MARKET CLASSROOM USER AGREEMENT**

The undersigned user ("USER") agrees to rent the \_\_\_\_\_ (store) classroom at Mississippi Market Co-op ("CO-OP") on \_\_\_\_\_ (date) from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm. USER agrees to abide by the following terms and conditions:

1. Activities in the classroom must be for not-for-profit use only.
2. The classroom must be vacated by 8:30 PM.
3. USER may reserve and pay for specified meeting times up to 3 months in advance. Payment must be received along with the User Agreement for reservation to be complete.
4. CO-OP reserves the right to refuse future reservation of the classroom if a group or any member fails to comply with the following policies:
  - a. Food and drink are permitted provided that they are purchased from Mississippi Market.
  - b. No alcoholic beverages are permitted.
  - c. No amplified music or other noise is permitted outside the room.
  - d. Persons attending meetings at the classroom must park on the street or in parking spaces furthers from the front doors. Priority parking is reserved for shoppers.
  - e. The room must be left clean and in the same condition as prior use.
  - f. Kitchen space may be used only if an orientation has been scheduled with the Education & Events Specialist prior to the event. It is the USER's responsibility to contact Katie Marty at [kmarty@msmarket.coop](mailto:kmarty@msmarket.coop) or 651-310-9482 to arrange details.

CO-OP reserves the right to ask any classroom USER to leave if USER violates any of these terms or conditions or if, in the opinion of CO-OP's manager on duty, USER's activities pose a threat to the safety of CO-OP's members or shoppers or are in violation of the law.

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

USER agrees to hold CO-OP harmless from liability or any damage to or for the loss or destruction of property of USER or injuries to any persons resulting from any cause. All claims for any such loss, damage or injury are expressly waived by USER.

I have read the above User Agreement and agree to the policies set forth and to faithfully perform according to the terms and conditions contained in this User Agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

E-mail Contact: \_\_\_\_\_