

Mississippi Market Co-op Selby Community Room Policy

The Selby Community Room is located on the second floor of Mississippi Market Co-op at the southwest corner of Selby Ave. and Dale St in St. Paul. It measures 20 by 28 feet and can seat up to 30 people. Tables and chairs are available for use, as are electrical outlets. No other materials, equipment, or amenities are provided. The room can be divided in half, if a smaller, more intimate space is desired. **You can determine availability of the room by calling or e-mailing Mississippi Market's member services director (Darci) at 651-310-9465/ dgauthier@msmarket.coop ; we can then fax, e-mail or mail you a user agreement to complete and return.**

1) **Room Sign-Up** The co-op and building tenants are given first priority for use of the room. Other community groups can reserve the room by first filling out a room use agreement and writing a check payable to Mississippi Market Co-op for the times reserved and dropping them by our office or mailing them to:

**Attn: Darci
Mississippi Market Co-op
622 Selby Ave.
St. Paul, MN 55104**

The room is officially reserved only when the Co-op has returned to the user a copy of the signed user agreement marked "PAID". The community room is not available for profit use, i.e. paid classes or lectures. Classes charging a reasonable materials fee are acceptable, however.

2) **Times Available** Based on the previous priority listing, the Selby Conference Room is available for reservations from 6:00-9:00 PM on weeknights and from 9:00 AM to 9:00 PM on weekends. 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 budget (for example a quilting group). Groups with a budget will be charged a use fee of \$20 for each block of 3 hours or less. (The fee is the same for rental of the full room or half of the room.)

4) **Rules for Room Use** Mississippi Market reserves the right to refuse future reservation of the Selby Community Room if a group or any member fails to follow these rules:

- a) Food and drink are permitted provided that any items from Mississippi Market must be ordered from our deli or paid for at the register
- b) No alcoholic beverages are permitted.
- c) No amplified music or other noise outside the conference room is permitted.
- d) Persons attending meetings in the Selby Community Room must use street parking or the overflow lot south of Hague Ave. **CARS PARKED IN OUR LOT MAY BE TOWED**
Please notify meeting attendees of this when sending out information about your meeting
- e) The room must be left clean and in the same condition as prior to use.

Mississippi Market reserves the right to ask any Selby Community Room 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 or shoppers or are in violation of the law.

Thanks in advance for your responsible use of this community resource

SELBY COMMUNITY ROOM USER AGREEMENT

The undersigned user ("USER") agrees to rent the Selby Community Room 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 Selby Community Room must be for not-for-profit only.
2. The Community Room must be vacated by 9:00 (meeting end time), but in any event, no later than 9:00 PM.
3. USER will pay fee to CO-OP within 72 hours of reserving the Selby Community Room. USER may reserve and pay for specified meeting times up to 90 days in advance.
4. This agreement will be signed and returned to the Co-op within 72 hours of reserving the Selby Community Room.
5. CO-OP reserves the right to refuse future reservation of the Selby Community Room if a group or any member fails to comply with the following policies:
 - a) Food and drink are permitted provided that any items from Mississippi Market are ordered from our deli in advance or paid for at the register
 - b) No alcoholic beverages are permitted.
 - c) No amplified music or other noise is permitted outside the room.
 - d) Persons attending meetings in the Selby Community Room must use street parking or the overflow lot south of Hague Ave. **CARS PARKED IN OUR LOT MAY BE TOWED**
Please notify meeting attendees of this when sending out information about your meeting
 - e) The room must be left clean and in the same condition as prior to use.

CO-OP reserves the right to ask any Selby Community Room 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 Selby Community Room 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 any 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: _____

NOTE: This Agreement and the fee listed in the first paragraph must be returned to the Co-op's Member Services Director within 72 hours of reserving the room by phone or the reservation may be lost to another party. Groups may reserve space up to 90 days in advance of meetings; such reservations will be honored by CO-OP, provided rental payment is made in advance.