

## **Renting a Community Room at Mississippi Market Food Co-op**

### **ABOUT OUR COMMUNITY ROOMS:**

The Community Rooms:

Our East 7<sup>th</sup> and West 7<sup>th</sup> street store locations have community rooms available for rent for community and non-profit organizations. Each room can hold up to 25 people. *Our Selby Dale store does not have a community room available for rent.*

Amenities include:

- 25 stackable, moveable chairs
- 7 collapsible, moveable tables
- Wireless internet (Co-op Public Wi-Fi; EatLocal2)
- Access to sink, towels, cups, plates, and silverware
- Ability to purchase or pre-order co-op drinks and eats
- Recycling, compost, and waste bins

In order to qualify for renting a Community Room, organizations must:

- Be non-discriminatory on the basis of any legally recognized category including but not limited to race, creed, gender, national origin, age, sexual orientation, or physical disability

You may not use the room:

- To advance a particular religious belief
- To sell or promote a particular product or service
- For paid classes, lectures, events, or other for-profit use.
- In support of individual candidates for political office

Availability:

Community room availability dates and times are dependent on the co-op's regular class, event, and meeting schedule. The room is open to rent from 8am-8pm for 2 hour blocks. Each 2 hour block is available for rent for \$25. Organizations can book a date up to 2 months in advance. Organizations can rent the room up to 1 time per month. No regular weekly meetings can be scheduled or accommodated due to availability.

Food and Beverage:

Food and drink are permitted provided that they are purchased at Mississippi Market. Our catering menu can be found on our website: [msmarket.coop](http://msmarket.coop) and orders are due at a minimum of 2 days prior to your rental date. To place an order, please call the store location where you are renting the community room.

### **TO RENT THE ROOM:**

Step 1: To determine availability and request a reservation, complete the online request form on our website at least 2 weeks in advance of your meeting date.

*\*If you don't have access to a computer, you can call or visit the store whose room you'd like to rent and ask for a Front End Lead and they will assist you in completing the form.*

Step 2: A Mississippi Market staff member will contact you within two business days of receipt and let you know if you're able to rent the room and to confirm a date.

Step 3: Sign and submit the user agreement form.

Step 4: Submit a \$25 payment for each 2 hour block you are renting.

*Note: The room is officially reserved only when the co-op has received your payment and signed user agreement. We are happy to accept payment by cash, credit, or check (if you're a member) in person or by credit over the phone.*

### **ON THE DAY OF YOUR ROOM RENTAL:**

#### Check-in:

- Check in at the customer service desk or with a cashier when you arrive. If you have any questions, customer service will assist you.
- Your payment is due before the start of your rental.
- You will be handed a copy of this room rental agreement

#### Rules for Room Use:

- No outside food or beverages.
- No alcoholic beverages are permitted.
- No amplified music or other noise outside the classroom is permitted.
- No candles or open flames.
- Persons using the classroom must park on the street. Parking lot and priority spaces are reserved for shoppers.
- No selling, advertising, or posting meeting notices on the co-op bulletin board.
- No tacks, nails, or tape can be placed on the doors, walls, or windows.
- Use of the Community room does not constitute an endorsement by Mississippi Market Food Co-op.
- The space is a limited use rental. The full kitchen and overhead projector are not included in your rental.

#### Clean-up:

- If using community room dishes, the dishwasher must be loaded and started.
- Counters and tables should be wiped down.
- Tables and chairs should be stacked, folded, and moved along the wall.
- All trash, recycling, and compost should be placed in bins. *Co-op staff will empty waste receptacles.*
- Any extra catering supplies should be returned to the deli.

#### Wrap-up:

Check-in with a Front End Lead or Floor Manager prior to leaving the space. They will sign off on your room rental agreement once they see the room is clean and in the same condition as prior use.

Community Room Contact information:

For questions, to make payment or place a catering order, please call or visit the store whose room you'd like to rent:

West 7 <sup>th</sup> Community Room: 1500 West 7 <sup>th</sup> Street St. Paul MN 55102 651-690-0507	East 7 <sup>th</sup> Community Room: 740 East 7 <sup>th</sup> Street St. Paul MN 55106 651-495-5602
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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. Payment must be received along with the user agreement for reservation to be complete.
3. CO-OP reserves the right to refuse future reservation of the classroom if a group or any member fails to comply with the above listed room policies and rules for room use.

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 for any damage to or for the loss or destruction of property of USER. 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: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_