



Community Room Use/Rental Form

Use: The Good Foods Co-op Community Room is available to non-profit groups, community groups or Co-op owners to hold meetings, parties or other events. One-time events as well as ongoing events may be booked. This room may not be used for political or religious gatherings or for anything that conflicts or competes with Good Foods' business including but not limited to direct marketing, multi-level marketing, wellness products sales or catering.

Room and amenities: The room measures 13' x 24', has 30 chairs, 2 farm tables, one high top table and 3 small tables with a banquette. Room capacity is 30 people.

There is a DVD player, ceiling mounted projector and 108" pull down projector screen. In-house music can be left on, turned off, or adjusted. If you wish to use the mounted projector you must supply your own laptop computer.

Availability and scheduling: Good Foods reserves the room from 11 am - 2 pm and 5 pm - 7 pm for extra seating during our lunch and dinner rush. The room is not available to outside groups during these hours. Groups are limited to one meeting or event per month.

Rental rates:

- Owners, community groups and non-profit organizations may use the room at no cost.
- Other groups are required to pay \$10 per hour. The rental fee must be paid in full at the hospitality desk one week prior to your event.

Food: Groups may purchase food from the hot buffet, salad bar or coffee bar to eat during the meeting/event. If you are interested in catering, contact Shannon Willard at (859) 278-1813 ext. 258 or shannon@goodfoods.coop. All catering orders must be made at least one week in advance. No outside food is permitted.

Alcohol: No outside alcohol may be consumed in the community room. You may purchase beer in our café to drink in the Community Room.

Guidelines:

- Check in at the hospitality desk and pick up check out form and key before your meeting/event.
- Notify the hospitality department if there is a problem with the room when you arrive. Groups are responsible for any damage to the equipment and/or the room.
- Leave the room clean and in order.
- Complete the check out form and return it and the key to the hospitality desk after your event.
- Meetings/events must end by 9:30 pm.

Cancellations: Notify Amy Haag (859) 278-1813 ext. 244 or amyh@goodfoods.coop as soon as possible if your meeting/event is cancelled so another group may use the space. If no cancellation notice is received, groups (including owners and non-profits) will be charged \$10 for each hour the room was reserved.

Questions: Contact Amy Haag (859) 278-1813 ext. 244 or amyh@goodfoods.coop.

PLEASE PRINT:

Organization: _____

Contact person: _____

Is your organization a nonprofit? _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

E-mail: _____

Requested Date: _____

Requested Time (include any additional time needed for set up and clean up): _____
(The room is not available from 11 am - 2 pm and 5 pm -7 pm)

Describe your meeting/event:

Is your meeting/event open to the public? _____

Is this a one-time event or a recurring meeting/event? _____

If this is a recurring meeting/event, is there an end date? _____

Will you be using the projector or DVD player? _____

I have read, understand, and agree to the guidelines for using the Community Room at Good Foods Co-op.

Signature

Date

Good Foods Co-op
455-D Southland Drive
Lexington, KY 40503
(859) 278-1813