



COMMUNITY ROOM USE 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. **Both one-time events and regularly scheduled events require reservations.** The 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, body care product sales or catering.

Amenities: The room measures 13' x 24', has 30 chairs, 2 farm tables, one high top table and 3 small tables with booth-style seating along a wall. Room capacity is 30 people. There is a DVD player, ceiling mounted projector and 108" pull down projector screen. If you wish to use the mounted projector, you must supply your own laptop computer.

Availability: 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. Though we only anticipate it happening extremely rarely, we reserve the right to use the room for in-store events, provided we give at least two weeks notice to any group with a reservation and make reasonable effort to find another space to meet. Groups are limited to one meeting or event per month.

Scheduling: Each gathering or series of gatherings must be scheduled via a digital or paper version of this form or the form on the Good Foods website. Reservations are not considered valid until you have received an email confirming that your form has been received by the appropriate party and that your date and time have been approved

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 and drink: Groups may purchase food and drinks from the café to eat and drink during the gathering. 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 or drink is permitted.

Guidelines:

- **Check in at the Hospitality Desk** and pick up a check-out form, room reservation sign and tech cabinet key (if needed) before your event.
- Notify someone at the Hospitality Desk if there is a problem with the room when you arrive. Groups are responsible for any damage to anything in the room.
- Complete the check out form and return it, the sign and the key to the Hospitality Desk after your event.
- The Community Room closes at 8:30 pm.
- All recurring reservations expire December 31st of each year. If you would like to continue to reserve our Community Room, a new form must be submitted before your first meeting.

Cancellations or questions: Notify Kathryn Dickens (859) 278-1813 ext. 232 or kathrynd@goodfoods.coop as soon as possible if your gathering is cancelled so another group may use the space.

PLEASE PRINT & FILL OUT COMPLETELY:

Organization: _____

Contact person: _____

Is your organization a nonprofit? _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

E-mail address: _____

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 event:

Is your gathering open to the public? _____

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

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