

Education and Community Involvement

We at the Good Earth Food Co-op provide Owners and the Community with information promoting health and nutrition, sustainability principles and practices, and Co-operative values, principals, and history.

We build Community by respecting and cultivating connections within the Co-operative and Community. To meet this end, the Good Earth will:

- a. Provide opportunities for Co-operative Owners to share their views and information with Co-operative Owners and Customers. Specifically:
 - i. The Community Room at the store will be available for Owners, non-commercial use at regularly specified times on a first come, first serve basis..
 - ii. The Community Room will be available to individuals and groups of all points of view with the exception of those that promote discrimination, mistreat and slander of individuals or groups, and individual candidates for political office. The Community Room will not be available to companies selling products that compete with what the GEFC sells. Preference will be given to Co-operative sponsored events
- b. Live its values in the Community. Specifically: We will support groups sharing similar ends through charitable contributions. We will initiate and sponsor Community events.



To apply for the Community Room, simply fill out the Application and Agreement portion of this brochure and turn it in to the Community Outreach Coordinator.
Thank you!

Community Room Guidelines

The Good Earth Food Co-op Community Room is a place for our Owners and the community members to gather. We hope you will enjoy using the room!

The Basics:

The Room can accommodate up to fifty people. There are four six-foot folding tables, thirty-four stackable chairs, and twenty folding chairs available for your use. If damaged, the replacement cost of the tables is \$50.00 each, and the chairs are \$12.00 each. We do not provide tablecloths.

Fees:

Room rental is free for Owners and registered non-profits. For others, the rate is \$15 for the first hour and \$5 for each subsequent hour. This is paid at least one week prior to the event.

For all renters- if you are charging a fee for your event, the Co-op will collect an additional 15% fee based on what you earn that day. This is paid immediately after the event.

Scheduling:

The Community Room is rented on a first come, first served basis. Priority is given to Owners, events that are open to Owners, and to events that fulfill the Good Earth Food Co-op's Mission Statement.

Events may be scheduled up to one year in advance, and ongoing events can be scheduled six to twelve months out.

We require that you give at least 1 month's notice prior to the application's expiration date to renew an ongoing time slot.

If you must cancel your event, please let us know as soon as possible. Cancelling without advance notice will affect your ability to use the Community Room in the future.

Please be courteous:

Be aware of your scheduled room time; another group may be waiting. You may want to schedule an extra fifteen minutes before and after your event to allow time for clean-up.

You are responsible for both set up and clean up, unless you request catering service.

Please remind your guests that the Good Earth respectfully requests no outside food or beverages. Water is an exception.

The Community Room is not sound-proof. Singing, shouting, instruments, and other loud noises can be heard by shoppers and employees. Please be aware of your volume.

Contact:

The Community Outreach Coordinator can be reached at communityoutreach@goodearthfoodcoop.coop



Community Room Information and Application

Serving our
Community since
1971



Community Room Application

Please print clearly

Name: _____

Today's Date: _____ Co-op Owner? YES / NO
Owner #: _____

Address: _____

Phone Number: _____

Email: _____

Organization: _____

Contact Info (if different than above): _____

Please give a brief description of your event :

Is your organization a registered Non-Profit? YES / NO
(You will be asked for your non-profit identification)

Would you like us to make event information public on our
website calendar? NO / YES - Phone / Email / Both

Please list three possible dates and times for your event.

1st Choice Date: _____
Time (Start to Finish): _____

2nd Choice Date: _____
Time (Start to Finish): _____

3rd Choice Date: _____
Time (Start to Finish): _____

Is it a reoccurring event? YES / NO
Details: _____

How many people do you expect at the event? _____

Will you charge a fee for your event? YES / NO
If yes, how much per person? _____

*Only food and drinks purchased at the Good Earth Food Co-op are
allowed in the Community Room, water being an exception.*

Coffee and Deli services are available to you.

Would you like to be contacted with catering details? YES / NO

Community Room Check Out Procedure

When using the room, we ask that you carefully follow our procedures as listed below. Please bring this form with you when renting the room. Initial and return at the conclusion of your rental.

____ Check in with the Manager on Duty (MOD). If you have not already done so, please return the room rental agreement. Give yourself 15 minutes before your event for check in.

____ Confirm any beverage or deli service requested for your event with the MOD.

____ At the conclusion of your event, please give yourself 15 minutes to clean up the room. Return tables and chairs to their stored location and clean any messes made during your event. *Note:* The Good Earth staff will clean and mop the floors.

____ You are responsible for making sure that all of your attendees have left the community room. You are responsible for collecting any things left behind by your attendees and taking them with you.

____ Check out with the MOD. If you charged a fee for your event, please let the MOD know how many people attended. You will need to pay the 15% fee described in the Community Room Guidelines.

****You are responsible for any damages that may occur during your rental.**

Thank you for your support
and we hope to see you back soon!

Please forward questions to
communityoutreach@goodearthfoodcoop.coop

Community Room Rental Agreement

Please print clearly

The Good Earth Food Co-op has approved your
Community Room Rental Application.

Please carefully read through the rental agreement and guidelines, complete any remaining information and make a copy for your records before returning this agreement. Rental agreements must be on file before your event takes place and must be renewed one month before expiration.

Name: _____

Today's Date: _____ Co-op Owner? YES / NO
Owner #: _____

Best phone number to reach you:
(_____) _____

Email: _____

Name of Organization: _____

Rental Cost (if applicable): _____

Payment Method: _____

Other information or notes: _____

We hope you enjoy using the Good Earth Food Co-op Community Room for your event! Please remember, we reserve the right to ask any user of the Community Room to leave if they are in violation of the conditions and terms outlined by the Community Room Rental Agreement and Guidelines, or if the user's activities pose a threat to the safety of shoppers and/or the store as a whole. Violation of the Law will not be tolerated.

By signing below, you are indicating that you have read and agree to abide by the attached forms. Please feel free to speak with the Manager on Duty or the Community Outreach Coordinator if you have any questions regarding these forms.

In addition, the Good Earth Food Co-op is held harmless from any liability for damage, loss or destruction of property or injury to any persons. Any claims of such loss, damage or injury are waived by signing this agreement.

Signing this form represents your agreement to accept responsibility for any damage occurring to the Good Earth Food Co-op Community Room or its contents during use or as a result of such use and that you will bear full costs of any repairs, should damage occur.

Signature: _____

Date: _____