



# Community Room Rental Application

Please read our Community Room guidelines before submitting your application.

Today's Date \_\_\_\_\_

Contact Person \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Are you a Co-op Member-Owner?  yes: Member-owner # \_\_\_\_\_  no

Purpose of meeting/event \_\_\_\_\_

Event Date \_\_\_\_\_ Time needed \_\_\_\_\_

How many attendees do you expect? \_\_\_\_\_ Is this event  public or  private.

Will you be charging a fee? If so, how much? \_\_\_\_\_

What will you be using in the community room? (ie, chairs, tables, dry erase board ...) \_\_\_\_\_

Would you like us to connect you with our Deli and Bakery about catering? \_\_\_\_\_

I have read the Community Room guidelines. I understand that rental of the Community Room is contingent on approval by Wheatsfield Cooperative. I understand that if during use there is damage to the Community Room or Co-op property within the room I will be held liable.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please mail, fax, or drop-off your application and any relevant information to:**

Melissa Lanphere  
Wheatsfield Cooperative  
413 Northwestern Ave, Ames Iowa, 50010

marketing@wheatsfield.coop  
Tel: 515-232-4094  
Fax: 515-233-0040

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Wheatsfield Use Only

Approved  Waiver Signed  Paid, total \$ \_\_\_\_\_  Entered on Community Room  
 Not Approved Google Calendar



## Community Room Guidelines

Please read through this form before submitting your request to use the Community Room. Please submit at least two weeks in advance of your event for approval. Requests will be reviewed on a weekly basis.

### AVAILABLE FOR USE:

- The Co-op's community room seats 18 comfortably at tables and 8 at the counter. The tables and chairs may be cleared out and moved around to fit your event's needs. More chairs are available as well if needed if notified in advance.
- Dry-erase board, projector, demonstration counter, chairs, tables, internet, aprons.
- Teaching kitchen equipment is available for additional charge.

### RESPONSIBILITIES AND RULES:

- The Community Room must be left in the same condition as it was found. This may require sweeping, taking out the garbage/recycling/compost and picking up in general. Please allow time after your event for cleanup.
- Food purchased at the Co-op is permitted in the Community Room. Alcohol purchased at the Co-op can be consumed in the Community Room for those of age. It is the responsibility of the applicant to see that all guests are abiding by the law. Outside food and beverages are not allowed.
- The Community Room can be closed off from the Deli Seating Area but is not a private space. Staff and customers may walk through the space to access the patio or offices at anytime.
- Multi-level marketing or selling of products and/or services will not be considered for rental or use of the Community Room.
- You are expected to set-up the room as needed for your event.
- Applicant must sign and return Waiver and Release to the Community Room. Failure to provide may cause the cancellation of your rental.
- No tacks or attachments of any kind may be used on the walls. You may attach items to the dry erase board with tape.

### SCHEDULING:

- The Community Room is available for rental seven days a week 8am-8pm unless an event is already scheduled.
  - You can view room availability at [www.wheatsfield.coop/community-room](http://www.wheatsfield.coop/community-room)
  - The Co-op may choose to not rent the room during busy lunch or dinner times.
- Events must be approved before rental of the room. Wheatsfield will give preference to events that promote the Co-op's mission and vision, are open to the public, have wide appeal to our member-owners and broadens our community's diversity.
- Scheduled events may be rescheduled if an unforeseen Co-op event creates a conflict.
- Applicants may be denied future use if the rules and responsibilities of the room are not followed.
- Events are booked on a first come, first served basis and may be scheduled up to a year in advance.
- Ongoing events can be scheduled for a 3 month period and then be eligible for renewal.

### FEES & PAYMENT:

- If you are charging for an event in the space, you will be charged the business rate regardless of member or non-profit status.
- Full payment is required to reserve the space. Payment can be made via check, cash or credit card.
- Community room fees will not be refunded if event is not cancelled 48hrs in advance.

<b>Co-op Member-Owners:</b> Free
<b>Non-Members &amp; Businesses:</b> \$20/hr
<b>Non-profits:</b> 1-3 hrs free, \$20/ additional hr
<b>Use of Kitchen Equipment:</b> Mem: \$20   Non: \$30