



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 15 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 Community Room Rental Application.** Failure to provide this document 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 during non-peak dining hours:
 - 8am-11am, 2pm-4:30pm, and 6-8pm
 - Unless an event is already scheduled.
 - You can view room availability at 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 broaden 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.

Co-op Member-Owners: \$25/hr
Non-Members & Businesses: \$75/hr
Non-profits: 1-3 hrs \$25/hr, \$75/additional hr
Use of Kitchen Equipment: Mem: \$50 Non: \$100



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 Wheatsfield Co-op property 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

Wheatsfield Use Only

Approved

Paid, total \$ _____

Entered on Community Room
Google Calendar

Updated MAR 31, 2023

Not Approved