

## Natural Harvest Food Co-op Community Room Rental Request Form

The Community Room is central to our mission as your local food co-op, providing a communal space for our wonderful Iron Range residents to interact. Natural Harvest Food Co-op (NHFC) hosts events open to the public as well as our Annual Meeting and other events in our Community Room. The Room is also available to our community members free of charge.

The Community Room can only be used by individuals, groups, or other organizations meeting certain criteria. The Room capacity is a maximum of 49 people; there are 36 chairs available and seating for 24-28 with tables. The qualifications are as follows:

- Room cannot be used to advance religious beliefs
- Room cannot be used to sell or promote a particular product or service that we do not have in-store
- Room cannot be used to support individual candidates for political office
- Meeting or event must be non-discriminatory on the basis of any legally recognized category including but not limited to: race, creed, gender, national origin, age, sexual orientation, marital status, physical disability
- Meeting or event must have 5 or more people in attendance for the room to be closed off to customers in the store
- No outside food is allowed; groups may purchase food and drinks from our store

Rental space is available on a first-come, first-serve basis. Natural Harvest events and meetings take precedence over rental requests. Rental requests must be submitted and approved by the Marketing Manager; **submission of a rental request does not guarantee acquisition of the Community Room.** Requests for rental of the Community Room must be made at least 7 days prior to the event or meeting. The Marketing Manager and Natural Harvest Food Co-op retain the right to reject requests at their discretion. The Room may be reserved in hourly time increments based on availability; the time reserved includes set up and clean up time. The renter is responsible for returning the room to its original condition. A \$25 damage fee will be applied if The Room is not returned to its original state before the meeting or event. The requested layout of The Room can be coordinated by the Food Co-op employees. For events or meetings that cost a fee to attend, Natural Harvest will retain 25% of the profits from non-Owners and 20% from Owners for providing a free event space. **If these guidelines are not met, NHFC retains the right to refuse Room access to the renter group(s) in the future.**

The Community Room has two potential layouts; if the event or meeting requires an alternative layout, please mention this in the rental request or contact the Marketing Manager for assistance. We have an audio system with wireless microphones and there is free wi-fi throughout the store. Laptops must be provided by the Renter, but we provide HDMI cables, a projector, and projector screen for the renter group. If the renter group is not able to provide a laptop and one is necessary for the event, please contact the Marketing Manager. Noise generated by the group must be kept to a reasonable level; the Co-op employees must be able to conduct business as usual and our customers should not be unreasonably imposed upon.

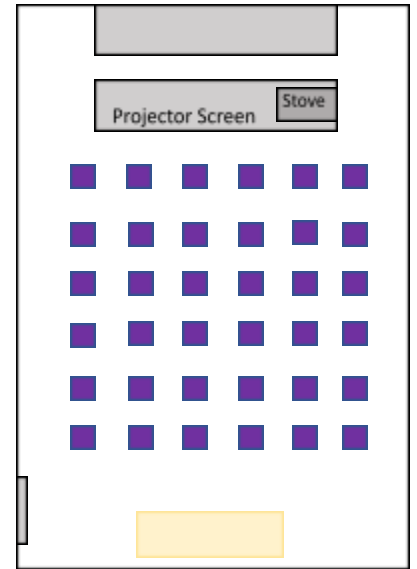
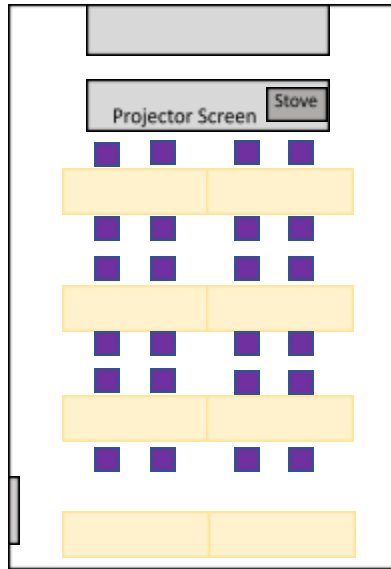
The Community Room prohibits the consumption of outside food; an individual may bring their own drink from outside the Co-op, but drinks for group consumption are not allowed. The Community Room has a stove with cook top, cutlery, dishware, sampling materials, and a small fridge available for use. If the stove or fridge are damaged during renter's use, a \$100 fee will be charged to the renter for repairs. Used cutlery and dishes must be placed in the dirty dish bin before vacating The Room.

Community Room Layouts:

- 9 tables with seating for 24-28 people
- 36 chairs with theater-style seating

Possible Amenities:

- HDMI cables for laptop
- Audio system with wireless microphones
- Wireless internet service
- Projector screen + projector
- Stove
- Dishware and cutlery



Please provide the following information:

Name of Organization/Individual \_\_\_\_\_

Address of Organization/Individual \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Owner at Natural Harvest?  Yes  No

Date of Event \_\_\_\_\_

Time of Event \_\_\_\_\_

Name of Event \_\_\_\_\_ Cost of Event \_\_\_\_\_  N/A

Event Description (focus/topic, activities, type of organization, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

Event open or closed to the public?  Open  Closed      Number of people attending \_\_\_\_\_

Layout Requested:  Tables & Chairs  Chairs only

Equipment Requested:  Projector  HDMI Cables  Microphones  Stove  Dishware  Fridge

Additional Notes/Requests (layout alternatives, equipment needs, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

I/We, \_\_\_\_\_, agree to the terms of this rental form and will adhere to the policies set forth. I/We agree to pay Natural Harvest Food Co-op any security deposits, damage fees, or portions of profit resulting from the meeting or event. I/We agree that we meet the qualifications set forth in this rental agreement.

Signature \_\_\_\_\_

Please submit this form to the Marketing Manager at [info@naturalharvest.coop](mailto:info@naturalharvest.coop), or print form and bring to the Customer Service Desk. Thank you for your rental request and we look forward to working with you! If you have any questions, please contact the Marketing Manager or call us at (218) 741-4663.