



Co-op Community Room Guidelines

As part of Viroqua Food Co-op's commitment to a thriving and sustainable cooperative community, we are pleased to offer our Co-op Community Room for meetings, lectures, classes, dialogs, movement classes and gatherings. **Two weeks advance notice is required for all reservations.** Guidelines are subject to change. If you have questions, please call the store at 608-637-7511 or email classroom@viroquafood.coop

Co-op Community Room Amenities:

- Seating capacity with tables is 20; theater-style seating capacity is 30. Tables and chairs can be moved aside for movement-based or yoga classes.
- Wireless internet
- Window shades for privacy

Room Availability: the Co-op Community Room is available to use on the following days and times:

- Monday-Sunday from 7:30-11:30am, 1:00-4:30pm, 6:00-8:30pm

Room Cost:

- **Co-op Owners and Nonprofits:** can reserve the community room once a month free of charge for up to two hours. Rental of the room more than once a month is \$5/two-hour rental.
- **Classes that Participants Pay for:** VFC will retain 20% of the class participant fees to pay for room upkeep. Classes must be available to VFC Owners at a discount (\$1-10 less than the general public).
- **Non-Owners:** \$10/hour (includes setup and clean-up)

Co-op Community Room Rules:

- Use of the Co-op Community Room does not constitute an endorsement by VFC.
- Organization using space 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, or physical disability.
- Our room may not be used to:
 - sell or promote a particular product or service
 - advance a particular religious belief
 - support a political party or candidate for political office
- **Cancellations:** Please contact us at least 24 hours in advance to cancel a Community Room reservation. Failure to properly cancel a reservation may result in not being able to use the space for future functions. The VFC may cancel confirmed reservations to accommodate VFC sponsored activities. VFC Staff will notify community room users in the event of a cancellation.
- **Food:** Food and beverages brought in to the Co-op Community Room must be purchased from the VFC. Alcohol consumption is not allowed in the community room. VFC Catering: if you are looking for food for your group, the VFC Deli can cater your event! Please place your order at least 72 hours prior to your event. Reach out to Chelsea Brannan, VFC Deli Manager chelsea.brannan@viroquafood.coop for catering options and prices.
- **Clean Up:** Please leave the room in the same or better condition than you found it. If your group doesn't clean up after your meeting, the group will incur a \$25 cleaning charge and will not be able to use the room again until they pay the charge.
- **Other Guidelines:** No tacks, nails or tape are to be placed on the walls, doors or windows.

VFC Co-op Community Room Request

Two weeks advanced notice is required for all reservations. Reservations granted on a first-come first-served basis. A VFC Staff Member will get in touch with you within three business days regarding your request.

Please provide all the information requested about your meeting/event:

Date: _____ **Organization/Group:** _____

Are you a nonprofit? Yes No **Contact Person:** _____

Are you a Viroqua Food Co+op Owner? Yes No **If yes, what is your owner number:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: _____ **Email:** _____ **Website:** _____

Organization/Group Mission Statement: *(can be summarized)* _____

Proposed event is: *(circle one)* Meeting Class Hands-on Class Lecture Movement/Yoga

Proposed event is: *(circle one)* Private Public

If public event, do you want VFC to advertise? Yes No

Is your event reoccurring (i.e. every week or every month)? *(circle one)* Yes No

List your preferred dates for your event. Be sure to include time for setup and cleanup. The room is available the following days and times: Monday-Sunday from 7:30-11:30am, 1:00-4:30pm, 6:00-8:30pm

First Choice: _____

Date	Day of Week	Start/End Time
------	-------------	----------------

Second Choice: _____

Date	Day of Week	Start/End Time
------	-------------	----------------

I have read and agree to abide by the Co-op Community Room Guidelines: *(circle one)* Yes No

Please mail, email or hand deliver your room request to:

Viroqua Food Co+op

Attn: Bjorn Bergman

609 N Main St, Viroqua, WI 54665

classroom@viroquafood.coop

Two weeks advanced notice is required for all reservations. Reservations granted on a first-come first-served basis. A VFC Staff Member will get in touch with you within three business days regarding your request.