**Eastside Food Co-op Community Room**

*Eastside Food Co-op is at the forefront of a prosperous and fair cooperative economy. We provide access to healthy food, foster positive environmental impacts, cultivate a thriving community in our neighborhood, and educate members for a sustainable future.*

As part of Eastside Food Co-op’s commitment to a thriving cooperative community, we are pleased to offer a welcoming space for meetings, lectures, classes, dialogs and gatherings at no charge.

**Organization Guidelines**

⋅ The community room is not intended for commercials sales or events.

⋅ An organization may reserve the community room once every 90 days.

⋅ Organizations reserving the community room may not engage in activities which discriminate against any individual or group on the basis of race, creed, gender, national origin, age, sexual orientation, or physical disability.

⋅ The community room many not be used for activities which promote a particular religious belief or support an individual political candidate.

**Room Use**

⋅ The community room can accommodate up to 40 people.

⋅ You may arrange the tables and chairs as you like, but please return the room to its original configuration at the end of your event.

⋅ Please do not use tape or tacks to adhere anything to the doors, walls or windows.

⋅ Please clean up after your event. Dispose of waste in its appropriate trash, recycle, or compost receptacle.

⋅ Please no outside food or beverage. We are more than happy to help coordinate a catering order for your group, or you can check out our offerings available for purchase day-of from our deli. Email catering@eastsidefood.coop with your catering inquiries.

⋅ We request that groups larger than 10 be mindful of the number of cars they add to our parking lot, especially during evening and weekend hours. Carpooling is encouraged, and street parking is plentiful along Polk and 26th.

**Availability**

⋅ The community room is available for reservations from 10:00 am to 8:00 pm Monday through Sunday, at no cost, for up to 4 hours at a time.

⋅ To request use of the community room, please submit the form below and someone from our team will follow up within two business days to confirm your request. Two weeks advance notice is recommended for all community room reservations.

*Completed applications will be processed within two business days of receipt.*Please confirm hand delivered/emailed applications by contacting

info@eastsidefood.coop, or by calling 612-788-0950.

**Community Room Use Request Form**

**Please e-mail, fax, mail or hand deliver your room request to:**

Eastside Food Co-op Attn: Community Room Use Request
2551 Central Avenue NE, Minneapolis, MN 55418

E-mail: info@eastsidefood.coop | Fax: 612-781-2324

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**Please provide ALL the information requested.**

Today's Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief Description of Meeting or Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Proposed Event is a: □ Meeting □ Class □ Hands-on Class □ Lecture □ Media Presentation

Number of guests: \_\_\_\_\_\_\_\_\_\_

List your preferred date and make sure to include the amount of time needed for set-up and clean-up.

First Choice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date Day of the Week Start/End Time – *must include Set-up and Clean-up*

Second Choice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date Day of the Week Start/End Time – *must include Set-up and Clean-up*

**Welcome to the Community Room**

**at Eastside Food Co-op!**

* Please check in at customer service when you arrive. If you have any questions customer service can assist you.

* Free wireless internet is available
Wireless network:**EastsidePublic**
* We kindly ask that you clean up after your event. Please dispose of waste appropriately. Waste receptacles are emptied by facility maintenance.
* The room is equipped with wall mounted white boards, poster sized post-it pads, white-board markers and erasers. Pads, pens and erasers are all located in the board cupboards.
* Shades can be drawn by using the chain loops located along the window casing of each window.
* For your presentation needs the technology box includes remotes for both the projector and screen. It also includes two adapter cables for non-mac laptops, a VGA video cable and an HDMI video cable. The technology box is located in the bottom drawer of the first filing cabinet.
* The outlet panel for connecting to the ceiling mounted projector is located directly below the whiteboard cupboards. **Make sure you connect the cable to your laptop before you turn on the projector**. The projector takes about a minute to warm up and connect.
* The room is equipped with compostable dishes and utensils, along with two plastic pitchers for water. All these items are located in the top drawer of the first filing cabinet.