

Community Room Rental Policy

The BriarPatch Community Room at 290 Sierra College Drive, Grass Valley, California, is available by reservation for meetings, classes, or other events as a community service for community groups.

The Community Room is not to be used for events or meetings promoting products or services for personal profit. Exceptions may be made for health education and reasonable fees for educational materials or book sales related to meeting content. Please have items for sale approved by BriarPatch staff. BriarPatch reserves the right to approve or deny rental to any group.

Events held in the Community Room do not necessarily reflect the views or opinions of the BriarPatch Board of Directors, staff, or owner-members.

Capacity: 34 persons

Times Available: Mon.–Thurs. 4:00PM–8:30PM, Fri. & Sat. 7:00AM–8:30PM, Sun. 8:00AM–7:30PM

Fees: The general rental fee is \$10 per hour. The BriarPatch Co-op owner-member rate is \$5 per hour. For classes or events with an admission fee the rate is \$20 per hour; renter is responsible for collecting admission fees.

Amenities:

- The Community Room has access to the store, including deli, coffee bar, food bar, and restrooms.
- 30 chairs and several modular tables are available with room use. Users may rearrange (not remove).
- A projection screen is available for slides/video. Renters must supply projection equipment.
- Decorations – Blue painters tape for delicate surfaces may be used on walls; no tacks, please.

Food: Food and beverages from BriarPatch are allowed in the Community Room with a \$45 cleaning deposit.

- All food and beverages must be paid for at the register beforehand.
- Outside food must meet prior approval.
- To arrange for catering from the BriarPatch deli, contact deli staff at least one week prior.
- Alcoholic beverages are not permitted.

Responsibilities:

- Renters are responsible for repair or replacement due to any damage to the room or its contents.
- Set-up and clean-up: please return the room to the standard set-up on the diagram posted by the whiteboard.
- Please use recycling containers in room for all recyclables.
- Please be respectful of noise levels if using sound equipment or music.
- Children must be supervised in the Community Room (and in the store).
- Event advertising is the responsibility of the renter.

Cancellations: Please notify coordinator of cancellation of scheduled meetings as far in advance as possible.

No payment is expected for cancellations due to unsafe driving conditions and weather. For cancellations of regular meetings in excess of one per year, we ask full payment for having reserved the room for your group.

Reservation Process:

1. Check room date and time availability through the Community Room Calendar posted on our website, www.briarpatch.coop/community_room.html (link is on right side of page).
2. Reserve an open date by completing and turning in a Rental Agreement form, available at the Customer Service window or on our website, www.briarpatch.coop/community_room.html (link is on right side of page).^{*} The coordinator will confirm the date after the application is approved and the fee is paid in advance. (Please do not advertise the event until the room reservation is approved and rental fee is paid.)
Reservations made by phone are valid if the application form is completed and returned within three days.
^{*}or mail to BriarPatch Co-op, 290 Sierra College Dr., Suite A, Grass Valley, CA 95945; fax to 530-272-1204.

Community Room Calendar coordinator: Jamie Howell, 272-5333 ext. 102 / jamieh@briarpatch.coop

BriarPatch Co-op Community Room Rental Agreement

Please fill out this form completely and fax or return to BriarPatch at least one week in advance of your rental date. Early reservations are recommended.

Organization _____

Contact person _____

Contact phone _____ email _____

Date(s) you want to use the room _____

Start time _____ End time _____ (Please include your set-up and clean-up time.)

Briefly describe nature of your meeting(s) _____

Number of persons expected to attend _____ (34 is the maximum)

Will you be charging an admission fee for attendance? y/n _____ If so, \$ amount _____

Contact person for registration _____ phone _____

Will your group be visiting the food bar at a scheduled time? y/n _____ Time _____

Will you be arranging catering service with the Deli manager for your event? y/n _____

Please contact the Deli Manager to arrange for catering.

Thank you for your responsible use of this community resource. BriarPatch and the manager-on-duty reserve the right to ask any user to leave if they are in violation of the conditions and responsibilities outlined in this policy, or if the user's activities pose a threat to the safety of shoppers or are in violation of the law.

By signing this agreement, I agree to hold BriarPatch Co-op harmless from any liability for damage, loss or destruction of property or injuries to any persons. Any claims for such loss, damage, or injury are waived by signing this agreement. I agree to accept responsibility for any damage occurring to the BriarPatch Community Room or its contents during use or as a result of such use, and will bear the full cost of repair, including replacement, if necessary.

I agree to the conditions outlined in the BriarPatch Community Room Rental Policy and Application/Agreement.

Signature _____ Date _____

Fee(s) Paid _____

