



## 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 owners.*

**Capacity:** 34 persons

**Times Available:** Monday – Friday 5:00pm–9:00pm, Saturday – Sunday 7:00am–9:00pm

**Fees:** The general rental fee is \$15 per hour. The BriarPatch Co-op owner-member rate is \$10 per hour. For classes or events with an admission fee the rate is \$25 per hour; the 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 projector screen is available for slides/video use. Renters must provide their own projector, laptop, and hardware.
- Decorations – Blue painters' tape for delicate surfaces may be used on walls, no tacks, please.
- Whiteboard. Renters may need to bring your own dry erase pens.

**Food:** Food and beverages from BriarPatch are allowed in the Community Room under the following conditions:

- 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 two weeks 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 the room for all recyclables.
- Please be respectful of noise levels when 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 the coordinator of cancellation of scheduled meetings as far in advance as possible but no later than 48 hours before the event. Refunds will be issued for cancellations due to unsafe driving conditions and weather. For cancellations of regular meetings in excess of one per year, we ask for full payment, having reserved the room for your group.

### Reservation Process:

- Request dates / apply for room rental via online submission form [here](#) or scan the Q/R code at the customer service counter. You can also check availability by contacting the Community Room Coordinator (see below)
- The Community Room Coordinator will confirm the date after the application is received and the fee is paid in advance. *(Please do not advertise the event until reservation is approved and rental fee is paid)*

**Community Room Coordinator:** Mary Hunter – 530-272-5333 ext. 102 – [maryh@briarpatch.coop](mailto:maryh@briarpatch.coop)