



## Community Room Rental Policy

The BriarPatch Community Rooms at 290 Sierra College Drive, Grass Valley, CA or 2505 Bell Road, Auburn, CA are 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 7:30am–9:00pm

**Fees:** The general rental rate is \$20 per hour. The BriarPatch Co-op owner-member rate is \$15 per hour. For classes or events with an admission fee the rate is \$30 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 for room use. Users may rearrange (not remove).
- A monitor screen is available for use. Renters must provide their own laptop and hardware. Instruction guidelines will be provided. Renters may access the store public WiFi.
- For any additional technical support, BriarPatch will charge \$50 per hour.
- 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 brought in for the meeting must meet prior approval.
- To arrange catering from the BriarPatch deli, contact deli staff 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 provided.
- Please use recycling containers in the room for all recyclables. (Grass Valley location)
- 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)



# Community Room Cleanup

*We hope you enjoyed using the BriarPatch Community Room!*

Before leaving, please:

- ✓ Reset tables: Leave four in the center (conference style) and fold up the remaining tables, putting them against the back wall. (see diagram)
- ✓ Reset chairs: Leaving 8-10 around the center tables, stacking the remaining chairs against the wall.
- ✓ Leave the monitor remote near the monitor.
- ✓ Clean the room to return it to its original condition. Supplies can be acquired from Customer Service:
  - Sweep and/or vacuum the floor if debris is visible.
  - Wipe down tables, clean sink and/or countertops
  - Clean whiteboard, as needed.
  - Take down any decorations or visual aids
- ✓ Remove everything you brought in.
- ✓ Alert a BriarPatch employee if trash/recycling containers need to be emptied.
- ✓ Inform a BriarPatch employee in Customer Service that the room has been vacated.

