**South End Community Room Use Policy**

Our South End Community Room serves as a conference room for staff and board meetings, a classroom for community workshops, and a gathering space for our community members. While priority for the use of this space will be given to Co-op events and Community Outreach partner use, there will be limited opportunities for Members, non-profit organizations, and other Co-op partners to reserve the space on an hourly basis during store hours. Please see details below or contact Mae Quilty, our Outreach and Education Manager at [mquilty@citymarket.coop](mailto:mquilty@citymarket.coop) to inquire about availability.

**The Logistics**

* An organization, non-profit, or vendor may rent this space a maximum of four times per year;
* Preference will be given to requests that are received 30 days or more in advance (see below for request details);
* Rentals must take place during store hours (7am-9pm);
* Event organizer must sign our [Use Agreement Form](Rental%20Agreement%20Form%20for%20SE%20Community%20Room.docx) and agree to abide by the standards set forth.

**Reservation Requests**

* Requests must be received in writing and accompanied by our [South End Community Room Reservation Request Form](Rental%20Request%20Form%20SE%20Community%20Room.doc);
* Email is the preferred method of communication (please send request form to [mquilty@citymarket.coop](mailto:mquilty@citymarket.coop));
* Please include certification of your organization’s non-profit status (if applicable), a copy of your program or event flyer (if applicable), and any additional information about your organization that might be helpful.

**The Community Room**

* This space will **not** be available for private events or parties;
* The capacity of the room is 50 with seating for 40;
* Rental of this space does not grant access to the adjoining Community Teaching Kitchen;
* Computer Monitor (55” display), webcam, and Wi-Fi are available upon request (please see [request form](Rental%20Request%20Form%20SE%20Community%20Room.doc)).