



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 our Outreach and Education team at learn@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 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](#);
- Email is the preferred method of communication (please send request form to learn@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;
- Use of the room does not include on-site staff support
- 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](#)).

Your Community-Owned Grocery Stores

Burlington, VT • **Downtown** 82 S. Winooski Ave • (802) 861-9700 • **South End** 207 Flynn Ave • (802) 540-6400

www.citymarket.coop