

# river valley co-op

wild about local

ADMINISTRATIVE USE	Request granted?	YES	NO
Date applicant contacted	_____		
Scheduled Date/Time	_____		
Title	_____		

## COMMUNITY ROOM APPLICATION

Thank you for your interest in using River Valley Co-op's Community Room. Our aim is to support our community and co-op owners by making this space available in ways that will be beneficial to all.

### WHAT WE OFFER

The Community Room is available free of charge to River Valley Co-op owners for meetings and to workshop presenters upon invitation.

- Events are scheduled Monday-Thursday between 6:30 and 8:00 pm.
- All workshops are free to co-op owners and the general public. We do not pay presenters to host a workshop.
- The maximum comfortable capacity for the room is 20 people (possibly 25 without other equipment in the room.)
- Pre-registration is managed by our staff at the Customer Service Desk.

- On request (see bottom of page), we provide a flip chart easel and/or LCD projector and screen. You must provide your own flip chart paper, markers, laptop computer, and other supplies. *If you plan to use our projector, please schedule a time to test its compatibility with your laptop.*
- Workshops are promoted through River Valley Co-op's weekly email messages, event calendars, store posters and social media. Organizers are also encouraged to perform their own promotions.
- All applications are reviewed by our Marketing Team. We will notify you with our decision within 2 weeks of submission.

► PLEASE CHECK ONE  Workshop or  Meeting ► COMPLETE & SIGN BACK PAGE

Today's Date \_\_\_\_\_

Name \_\_\_\_\_ River Valley Co-op Owner # \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Web Site \_\_\_\_\_

Organization (if any) \_\_\_\_\_

Day/date preference for holding your event (must be Mon-Thurs, 6:30-8 pm) \_\_\_\_\_

*You may leave day/date blank. Schedule can be discussed once your application is approved.*

Please write a description (150 words or less) of your event (may be typed and attached).

If this is a workshop, we will use this write-up for our event publicity.

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Are there any participant requirements? \_\_\_\_\_

### Your Setup Requirements

Flip chart stand  LCD projector and screen # of chairs \_\_\_\_\_ # of 6' tables \_\_\_\_\_ # of 4' tables \_\_\_\_\_  
(Please bring your own paper.) (up to 25) (1-3 available) (1-3 available)

**Please read backside carefully before signing and submitting. ►**

## THE SMALL PRINT

### Community Room Use and Setup

- Organizer/presenter and attendees will remove trash and leftover materials after the event. Presenter will pay the cost of repair for any damage incurred as a result of the presentation or by attendees.
- River Valley Co-op is not responsible for a group or individual's equipment, supplies, materials, or other items used in the room. We have a lost and found at the Customer Service Desk.
- Event organizers or workshop facilitators will promptly escort participants downstairs at the end of the event.  
**All participants must be downstairs in the store by 8:30 pm to allow closing procedures to begin.**
- As this space is provided free of charge, permission to hold an event in River Valley Co-op's Community Room does not constitute an endorsement of the group's policies, beliefs or recommendations. Any claim or promotion to this effect is in direct violation of this policy and will result in the loss of future meeting privileges and possible legal action.
- Instructors may not diagnose or prescribe.
- Instructors may not require participants to disclose personal contact information, such as phone numbers and email addresses.
- Neither the name nor the address of River Valley Co-op may be used as the official address or headquarters for an organization.
- River Valley Co-op reserves the right to refuse use of the Community Room to any person or organization for any reason.
- River Valley Co-op reserves the right to require presenters to be covered by their own liability insurance, and to show proof upon request.

### Sale of Products or Services

- As an educational presenter using River Valley Co-op's meeting facilities, you agree not to endorse a particular product or service with the intent to drive sales or otherwise. All educational events must focus on teaching the audience about a particular subject and may not offer a particular product or service for sale on River Valley Co-op property. Contact information and a brochure may be provided to attendees to conduct business at an off-site location.

### Insurance Restrictions

- River Valley Co-op's insurance policy does not allow prescribing or diagnosing to be performed by staff or guest instructors while present in the store. Failure to adhere to this request will result in the loss of room privileges.
- All workshops, classes, and demonstrations presented at River Valley Co-op are for educational purposes only and not for the purpose of curing any individual's or group's maladies.
- River Valley Co-op's insurance policy does not cover high-impact physical activity. Low-impact activities such as stretching or meditation may be allowed at River Valley Co-op's discretion.
- River Valley Co-op's insurance policy and licensing prohibit the consumption of alcohol on the premises (except for demo or sampling).
- Children must be supervised at all times while on the premises.

### Fees and Charges

- The Community Room is available free of charge to River Valley Co-op owners and to others upon co-op staff invitation.
- Presenters may not charge for educational events held in the Community Room.

### Class Minimums, Capacity and Cancellations

- Instructor is expected to conduct workshop as long as there is one attendee present at the time allotted.
- Instructor is expected to conduct workshop as long as there are 3 attendees signed up 24 hours prior to instruction time.
- In the event a workshop does not make its minimum, River Valley Co-op reserves the right to cancel the class.
- Any class cancellations initiated by the instructor due to schedule conflicts or any other reason must be done 2 weeks in advance. Failure to conduct classes under the above conditions and at the specified date and time will result in the loss of future meeting privileges.

➤ ***I have read and understand the conditions for use of the River Valley Co-op Community Room.***

Date \_\_\_\_\_ Event Organizer Signature \_\_\_\_\_

**Please return this signed agreement, along with any documenting materials to**  
Marketing Department, River Valley Co-op, PO Box 1245, Northampton, MA 01061.  
You may also send it via fax at 413-584-2664 or via e-mail to [nlatour@rivervalleymarket.coop](mailto:nlatour@rivervalleymarket.coop).