



Community Room Rental Information & Usage Agreement

Thank you for considering the Bluff Country Co-op Community Room for your event or gathering! The Community Room is located within the Co-op and is available to rent for a fee so long as your use meets the requirements set forth below and the Community Room is not otherwise engaged. If you have any questions or concerns, to make a reservation, or for further scheduling information, please contact outreach@bluff.coop.

The guidelines below must be followed:

Making Reservations:

- The community member or Co-op owner who reserves the Community Room is the “lessee” under this contract, and Bluff Country Co-op is the “lessor”.
- The lessee must be present for the duration of the use of the Community Room and shall be responsible for ensuring compliance with all of the terms of this rental contract.
- Reservations are accepted on a first-come, first-serve basis.
- Reservations must be made a minimum of 7 days in advance.
- The Community Room may be reserved only for the hours Bluff Country Co-op is open for business. 8 am – 8 pm every day.
- **Cancellations must be made 48 hours in advance.**

Equipment Available:

- Ten tables
- 30 chairs
- Dishwasher
- 2 Stainless steel tables
- Wifi Access
- Projector and Screen (for an additional charge)
- Vulcan 4 burner range

Decorating:

- The use of easily removable scotch or masking tape is permitted on surfaces. Duct tape, electrical tape, packaging tape, and the use of pins, nails, screws, and hooks on any surface are strictly prohibited.
- Pre-approval by Bluff Country Co-op staff of all decorations is required.

Cleaning: The room must be returned to its original condition after the event:

- Dishes are washed in the dishwasher.
- Sinks were wiped down and left clean.
- Leftover food will be taken with you or discarded.
- Floors swept. (broom and dustpan provided)
- Tables and chairs were cleaned and wiped down.

- Place all garbage and recycling in the corresponding bins in the room.
- Failure to leave the kitchen clean after your event will result in a \$20/hour charge for cleaning services.
- Individuals and groups reserving the Community Room accept full responsibility for care of the Community Room and its contents and will be held liable for any damage caused to Bluff Country Co-op property.

Food:

- Outside food and drink may be utilized, however, we encourage and appreciate your business at the Co-op through shopping for ingredients or enjoying freshly prepared food from the Co-op's Kitchen. Your use of this space as well as your purchases through the Co-op, allow us to keep this space available for the community.

Rates:

Level One - Classroom use only:

Community member: \$15/hour

Co-op Owner: \$10/hour

Level Two – Classroom and Kitchen use (food not intended for resale):

Community member: \$25/hour

Co-op Owner: \$20/hour

Level Three – Classroom and Kitchen use by Entrepreneurs:

See Community Room Rental Agreement and Contract for Entrepreneurs.

Miscellany:

- Permission to use the Community Room does not imply sponsorship or endorsement by Bluff Country Co-op, its staff, owners, or the Board of Directors.
- Any public announcements regarding events not co-sponsored by the Co-op must include the following disclaimer: **"Independent event not affiliated with Bluff Country Co-op"**.

Indemnity and hold harmless Agreement:

The Lessee acknowledges that use of a kitchen and its equipment involves risks including, but not limited to burning from hot cook-tops, burners, and ovens, the risk of burning from spilled hot liquids, the risk of injury from knives and sharp objects, the risk of electrocution from improper use of electric equipment, and other risks. As additional consideration for the use of the Community Room and equipment, the undersigned Lessee does hereby assume the risk of Lessee's use of the Community Room and equipment, and does hereby indemnify Bluff Country Co-op and its employees from any and all liability, loss or damage Bluff Country Co-op or its employees may suffer as a result of claims, demands, costs, or judgments against it arising out of Lessor's granting Lessee the use of the Community Room and its equipment pursuant to this agreement.

I have read and agree to the above Indemnity and Hold Harmless agreement, guidelines for use of the Bluff Country Co-op Community Room and its associated equipment, and the terms of this agreement. I also agree to the above listed guidelines in exchange for using the Community Room at the specified rate.

Printed Name of Lessee & owner # if applicable Signature of Lessee Date

Organization/Group Reserving: _____

Event being held: _____

Reservation Date: _____ Begin Time: _____ End Time: _____

Will food be served? (Circle one) Yes No

Contact Person: _____ Phone number: _____

Contact email: _____

Level of Usage Requested: (circle one) **Level One** **Level Two** **Level Three**

For staff use only -----

Date Reservation Received: _____ Staff Initials: _____

USAGE FEE: _____ Screen/Projector Additional Fee: _____

Total Usage Fee: _____ Payment Method: _____

Attach a receipt to this form.

Event Notes: