



## Community Room Rental Policy

The BriarPatch Community Room at 290 Sierra College Drive, Grass Valley, California, is 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–8:30pm, Saturday – Sunday 7:00am–8:30pm

**Fees:** The general rental fee is \$10 per hour. The BriarPatch Co-op owner-member rate is \$5 per hour. For classes or events with an admission fee the rate is \$20 per hour; 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 with room use. Users may rearrange (not remove).
- A digital projector and screen is available for slides/video use. Renters must provide their own laptop and appropriate adapter if needed. Please make sure to let coordinator know prior to event, if projector use is requested. **Please Note:** *BriarPatch does not carry/supply an adapter for any Apple products.*
- Decorations – Blue painters tape for delicate surfaces may be used on walls; no tacks, please.

**Food:** Food and beverages from BriarPatch are allowed in the Community Room with a \$45 cleaning deposit.

- All food and beverages must be paid for at the register beforehand.
- Outside food must meet prior approval.
- To arrange for catering from the BriarPatch deli, contact deli staff at least one week 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 posted by the whiteboard.
- Please use recycling containers in room for all recyclables.
- Please be respectful of noise levels if 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 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 full payment having reserved the room for your group.

### Reservation Process:

- Check room date and time availability through the Community Room coordinator; Kat Bass.
- Reserve an open date by obtaining, completing, and returning a Rental Agreement form, available at the Customer Service window or through the Community Room coordinator. The coordinator will confirm the date after the application is approved and the fee is **paid in advance**. (*Please do not advertise the event until the room reservation is approved and rental fee is paid.*) Reservations made by phone are valid if the application form is completed and returned **within three days**. You may also mail the completed agreement to BriarPatch Co-op, 290 Sierra College Dr., Suite A, Grass Valley, CA 95945; fax to 530-272-1204.

**Community Room Coordinator: Kat Bass – 530-272-5333 ext. 102 – [katb@briarpatch.coop](mailto:katb@briarpatch.coop)**