



People's Food Co-op Rochester Community Room Rental Agreement

Terms of Rental: Our community room is available for rental to the general public for meetings and events. We do not authorize the use of our room to sell products or services of any kind. If you are collecting money for products or services – this is not the right venue for you. Rental rights are granted on a first come, first serve basis. We reserve the right to deny rental at anytime.

Community Room Policies

1. **Room Capacity** is 36 with tables and chairs.
2. **Rental fees** are \$10 per hour, with a minimum charge of \$20 if you require set up – include this in your rental time. Your total rental fee is _____ payable to People's Food Co-op and due by _____ to secure your rental.
This does not include catering fees.
3. **Cancellations** must be made 24 hours in advance for return of room fees. You can cancel your reservation by calling Brad Smith at 507-289-9061 or by emailing brad.smith@pfc.coop
4. Any **food or beverages** consumed in the classroom must be purchased at People's Food Co-op.
5. **Catering** is available from the co-op deli. A separate catering contract is required. To arrange catering call 507-289-9061 Ext. 3041 (co-op deli kitchen) Classroom fees will be waived for groups with catering totaling \$200 or more.
6. **Parking** – Please ask group members to park in the PFC lot or at meter spots on the street.
7. **On the day of your rental** – the room may be open or you may ask at the service desk for a key. Free WI FI is available.
8. **Clean up** – Renter's are responsible for cleaning up after themselves and leaving the room in the condition they found it.

Please return bottom portion with your payment. Keep the top portion for your records.

The following items are available with your rental – please check any you may need:

- Overhead projector and screen, compatible with laptop and FREE WI-FI
- Easel
- Paper cups for water
- Linen table cloths (\$2 each) # _____ x2 = _____
- Table and Chairs for # _____
- Room set up: tables and chairs in a square
- tables and chairs in rows facing the projection screen
- just chairs for _____ (#)
- other: _____

Group _____

Contact Person _____

Address _____

Phone _____ email _____ Approx. people _____

Date of rental _____

Time of rental _____

I hereby agree to the terms of the rental _____

GROUP REPRESENTATIVE SIGNS HERE

Admin. Only _____ ROOM AVAILABLE _____ ON CALENDAR _____ RENTAL FEE _____ OTHER FEES _____ DATE PD. _____ INITIAL _____

People's Food Co-op 519 1st avenue SW Rochester, MN 55902 www.pfc.coop 507-289-9061