**Newark Natural Foods**

**Community Room Guidelines**

Thank you for your interest in renting our community room. You are responsible for understanding and following all the guidelines below. If you have any questions, please reach out to Andrew at andrew@newark.coop.

**Room Information**

* 50 person occupancy
* The room is on the lower level of Newark Natural Foods. There is an elevator.
* The room features:
	+ Tables
	+ Folding Chairs
	+ Dry Erase Board
	+ Several electrical outlets
	+ ADA compliant bathrooms in the hallway outside the rooms

**Fees**

* **Standard:** $25/hr
* **Newark Natural Foods Members:** $20/hr
* **Non-profits:** $20/hr
* **Recurring Rentals:** If you will be renting the space for 10 or more events and are willing to pay-in-full on a single invoice, the cost per hour is $15/hr. These payments are non-refundable.

**Rental Guidelines**

* Event planner of group is solely responsible for all aspects of event and must be 18 years or older.
* Liability insurance is required.
* All events must be non-discriminatory.
* Rental payment is due 72 hours prior to your event and should be paid as soon as possible after the invoice is delivered. Room rentals will not be guaranteed until payment is received.
* Rental time must include set up and break down time.
* Cancellation policy:
* If you need to cancel your event, 48 hour notice must be given for a refund of payment
* No pets, flame, alcohol, tobacco, or vaping; All NNF store policies apply.
* No loud music. No DJ/karaoke/amplified music.
* No glitter or paint
* No extending the rental space out into the hallways.
* Clean up after yourself. Put tables and chairs back where you found them, dispose of all trash, and turn the lights off.
* Do not remove any tables and chairs from the room.
* Checking in and out - Please see the manager-on-duty at customer care when you arrive and leave.
* Be mindful that this is a working grocery store. You are not permitted to solicit in the store, in front of store or parking lot for your event (This includes but is not limited to handing out flyers, approaching customers, or petitioning).
* Newark Natural Foods staff will be moving throughout the hallway. Please, do not interfere with staff activities including staff on their lunch break in the break room across the hall.
* The Newark Natural Foods break room is for staff only.
* Newark Natural Foods Co-op reserves the right to refuse use of the room at any time.

**Promotion / Advertising**

Newark Natural Foods is not responsible for the promotion of your event. However, if your event is open to the public, we will post a flyer on our website and put your event on our website calendar. Please email a PDF of your flyer to andrew@newark.coop.

The flyer must contain the following – date and time of event, a contact email or phone number for the event, event cost (if free – please indicate), and any other relevant information. If we do not receive a flyer from you, we will not advertise your event.

You may hang directional signs on the vestibule doors the day of the event.