



Lauren Fawcett, Community Kitchen Coordinator

♦ 25 4th Street ♦ Eureka, California 95501
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Eureka Co-op Community Meeting Room • Information and Policies

The Co-op Community Meeting Room is available free of charge to non-profit organizations, groups, and clubs. It is not available for commercial business, promoting a business, nor for any event for which a fee will be charged (except those sponsored by the North Coast Co-op).

The Community Meeting Room is open for use during the Co-op's normal store hours, from 7 AM to 8 PM, seven days a week. There is a 3-hour maximum time limit on the use of the room by one group. The group must allow for set-up and clean-up time when considering a meeting schedule.

First priority for room use is given to our own education programs and store needs. For this reason we cannot schedule permanent or continuous meetings. Groups may schedule only one meeting at a time.

Groups are responsible for setting up the room to fit their needs. At the end of the meeting the room should be returned to its original condition. Cleaning materials and a checklist are provided. There is a sink in the kitchen area that can be used for cleaning purposes. Other than the sink, the kitchen area is off limits.

Room occupancy is dependent on table arrangements. We ask that you do not remove any chairs from other areas to bring into the Community Meeting Room. There is a CD/DVD/VHS/flat screen system, and a permanently affixed dry erase board (that can be used as a projector screen) and markers in the room. No tacks, nails, or tape are to be placed on doors or walls.

No outside food or drink is allowed in the Community Meeting Room. Food from the Co-op Deli/Café is okay. The Co-op Deli/Cafe is available for catering, but orders must be placed at least 48 hours before the meeting. Extensive catering menus can be found on our website or at the deli. Groups that also require the use of the Community Kitchen must fill out a separate Kitchen Reservation Form available at Customer Service or on our website.

The Community Meeting Room is a non-smoking facility. We reserve the right to grant or deny use of the Community Meeting Room to any group, and to ask any group to leave if their meeting becomes disruptive.

Children are always welcomed at the Co-op and in the Community Meeting Room. If you are planning a meeting that includes children, please have them stay with you in the Community Meeting Room. Since parking is limited in our lot, we ask that persons using the meeting room carpool and park on the street if possible.

Room Reservation Request Forms are available at Customer Service in either store or on our website. The completed form should be faxed, mailed, or brought to Customer Service (attention Lauren Fawcett). Please give us at least ten days lead-time to process your request. We will call within seven days to let you know if the room is available when you need it. Once your reservation is confirmed we will place your group's name on the Community Meeting Room Calendar which will be posted in the store and on our website. Please give us at least 48 hours notice if you need to cancel your meeting.

Contact:

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The Co-op ~ Locally Committed to Good Food

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