



Community Room at Eastside Food Co-op

Eastside Food Co-op's Guiding Principle: *Eastside Food Co-op is at the forefront of a prosperous and fair cooperative economy. We provide access to healthy food, foster positive environmental impacts, cultivate a thriving community in our neighborhood, and educate members for a sustainable future.*

As part of Eastside Food Co-op's commitment to a thriving and sustainable cooperative community we are pleased to offer a welcoming space for meetings, lectures, classes, dialogs and gatherings at no charge. Two weeks advance notice is required for all reservations. If you have questions please contact community@eastsidefood.coop.

Amenities include:

- Seating capacity with tables is 20; theater-style seating capacity is 32
- Blackout shades for privacy and media presentations
- Ceiling-mounted projector and wall-mounted screen (a laptop must be provided by the event planner)
- Wireless internet service (*site: EastsidePublic password: 1-OPENefc*)
- Easels, large pads and markers

In order to qualify for Co-op meeting space, organizations must:

- Be non-discriminatory on the basis of any legally recognized category including but not limited to race, creed, gender, national origin, age, sexual orientation, or physical disability
- Our room may not be used to advance a particular religious belief
- Our room may not be used to sell or promote a particular product or service
- The Community Room may not be used in support of individual candidates for political office
- Our room is only available once per quarter to the same organization, no regular weekly/monthly meetings can be scheduled or accommodated due to availability

Room Use Guidelines

Availability: The Community Room is available for use during the following days and hours:

- Tuesday-Friday 8:00 am to 8:30 pm
- Saturday-Sunday upon request only
- Monday not available

Non-Commercial Use Guidelines:

- Room entry and exit is through the interior door only, there is an alarmed emergency exit door
- NO tacks, nails, or tape are to be placed on the doors, walls, or windows
- NO alcohol may be served by outside groups using the Community Room
- Use of the Community Room does not constitute an endorsement by Eastside Food Co-op
- The Community Room may not be used in support of individual candidates for political office

Completed applications will be processed within two business days of receipt.

Please confirm hand delivered/mailed applications by contacting the co-op by email community@eastsidefood.coop, or by calling 612-788-0950.



Community Room Use Request Form

Please e-mail, fax, mail or hand deliver your room request to:

Eastside Food Co-op Attn: Community Room Use Request

2551 Central Avenue NE, Minneapolis, MN 55418

E-mail: community@eastsidefood.coop | Fax: 612-781-2324

Please provide ALL the information requested.

Eastside Food Co-op/Other Co-op Member-owner? Yes No or Other Co-op _____

Today's Date: _____ Contact Person: _____

Organization: _____

Non-profit organization? Yes No

Address: _____

City, State, Zip: _____

Phone: _____

Contact Email: _____

Website & Social Media:

Organization's mission statement? *(Can be summarized)*

Proposed Event is a: Meeting Class Hands-on Class Lecture Media Presentation

List your preferred date and make sure to include the amount of time needed for set-up and clean-up.

First Choice: _____

Date	Day of the Week	Start/End Time – <i>must include Set-up and Clean-up</i>
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Second Choice: _____

Date	Day of the Week	Start/End Time – <i>must include Set-up and Clean-up</i>
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Welcome to the Community Room at Eastside Food Co-op!

- Please check in at customer service when you arrive. If you have any questions customer service will assist you.
- Free wireless internet is available!
Wireless network: **EastsidePublic** Password: **1-OPENefc**
- We kindly ask that you tidy up after your event! Cleaning supplies are located in the bottom drawer of the first filing cabinet. Waste receptacles are emptied by facility maintenance.
- The room is equipped with wall mounted white boards, poster sized post-it pads, white-board markers and erasers. Pads, pens and erasers are all located in the board cupboards.
- Shades can be drawn by using the chain loops located along the window casing of each window.
- For your presentation needs the technology box includes remotes for both the projector and screen. It also includes two adapter cables for non-mac laptops, a VGA video cable and an HDMI video cable. The technology box is located in the bottom drawer of the first filing cabinet. (*laptop must be provided by the event planner*)
- The outlet panel for connecting to the ceiling mounted projector is located directly below the whiteboard cupboards. Make sure you connect the cable to your laptop before you turn on the projector. The projector takes about a minute to warm up and connect.
- The room is equipped with compostable dishes and utensils, along with two plastic pitchers for water. All these items are located in the top drawer of the first filing cabinet.

Thank you for being part of our community!