

Guidelines for use of OCC Community Room

Thank you for your interest in reserving OCC's Community Room. The Community Room is available free of charge for member/owner use as long as that use meets certain requirements, and the building/room is not otherwise reserved. To make a reservation, or for information about scheduling, please contact Johanna Bergan (563) 382-4666 or johanna@oneotacoop.com.

The guidelines below must be followed to ensure the continued availability of the space.

Making Reservations:

- The Community Room is available to any OCC member/owner at no cost.
- The member/owner who reserved the room must be present for the duration of the use.
- Reservations are accepted on a first come, first served basis.
- Reservations can be made up to 6 weeks in advance, at least 7 days advance reservation needed.
- Room may be reserved only for hours the OCC is open for business.

Usage of the Community Room:

- The room may not be used for commercial purposes, i.e. to promote or sell a service or product.
- Room reservation includes use of 8 2' x 4' tables and 16 chairs which must remain in the room.
- Projector and screen are available for use if notification is given at the time of the room reservation.
- Room must be reset to original state after event with chairs and tables in place.
- It is your responsibility to sweep floor after event. Broom and dustpan provided.
- Take the garbage and recycling bags out with you if you serve food or use the receptacles. (Dumpsters are located behind the building.)
- No outside food or drink may be brought into the Community Room, however food from the Water Street Café may be brought down to the classroom for consumption.
- Groups reserving the Community room accept full responsibility for care of the room and its contents and will be held liable for any damage caused to Oneota Community Co-op property.

OCC Community Room Agreement

I have read and understand the Guidelines for use of OCC Community Room.

I agree to follow these guidelines in exchange for using the Community Room at no cost.

Printed Name

Signature

Date

Organization/Group Reserving: _____

Reservation Date: _____ Time: _____

Will food be served? (circle one) Yes No

Contact Person: _____ Phone Number: _____

For staff use only:

Date Reservation Received: _____ Staff Initials: _____