



# FRANKLIN COMMUNITY CO-OP

GREEN FIELDS MARKET – MCCUSKER'S MARKET

## Reserving the Franklin Community Co-op's Community Room

Thank you for your interest in using the Franklin Community Co-op's Community Room! You should find all information about the space and reserving the room here in this document. We have had groups use our community room for presentations, workshops, book clubs, quiet rehearsal space, and small group gatherings for communities to come together.

Please read this form in full and if you have additional questions, contact Mary McClintock, demo coordinator, at [mary.mcclintock@franklincommunity.coop](mailto:mary.mcclintock@franklincommunity.coop) or 413-325-8823.

### Size & Cost:

- Capacity for our community room is 50 people maximum; 10-30 is comfortable. There are about 30 chairs, several smaller, rectangular folding tables, and one large wooden conference table.
- If you are hosting a free event, the space is available free of charge. If you will be charging admission for your event, the fee for use of the community space is as follows: \$15/hour or \$50/four hours. Rates for recurring events, if schedules allow, are negotiable; please talk directly with Caitlin von Schmidt at [communications@franklincommunity.coop](mailto:communications@franklincommunity.coop) or 413-325-8802.
- This space is available 5-9 p.m. Monday through Friday, and 9 a.m.-9 p.m. Saturdays and Sundays. If you have a need outside of this time, please contact Caitlin; we may occasionally be able to accommodate reservations outside of these hours.

### Guidelines for using the Co-op Community Room:

- Space reservations are on a first-come, first-served basis.
- There is a Community Room Space Agreement to sign. We ask that you sign a new agreement for each new event, unless it's a recurring event.

- No reservations more than four months in advance.
- We cannot always accommodate recurring meetings due to the nature of our space.
- You are welcome to bring in food/drinks (purchased at the Co-op would be wonderful!), but please leave all surfaces clean.
- NO ALCOHOL is currently allowed in any of our spaces.
- The rooms must be left clean, with all trash and debris removed by the person/s in charge of the event. Event participants may not enter the administrative office space (the locked door at the back of the Community Room).
- There are restrooms available for public use at Green Fields Market, 144 Main St., until 9 p.m. There are no restrooms or facilities in the space at 170 Main St.
- Noise levels should be kept to an acceptable volume, for the comfort of our staff and neighbors.
- Please bring out what you bring in, including trash and posters, handouts, etc.
- The room has tables and chairs; if you move them around, please return them to their original positions.
- In the event of the store or Community Room having to close due to inclement weather, power outage, etc., Co-op staff will make every effort to contact the affected parties. There may be times when this cannot happen with much or any notice.
- Wi-Fi network: fcc\_public\_meeting, password: community.

#### Reserving the Community Room:

- To reserve the Community Room, please email or call Mary McClintock, demo coordinator at [mary.mcclintock@franklincommunity.coop](mailto:mary.mcclintock@franklincommunity.coop) or 413-325-8823.
  - Date and time of when you want to reserve the event.
  - Name of the event and name of the organizer(s).
  - Whether you will be charging admission for your event.
  - Whether it is for a one time or recurring event.
- Read and sign the Community Room agreement form.