



***\*\*Willy Street Co-op does not sponsor, advertise, or include any private rental listings in the Reader or in-store fliers.\*\****

*Thank you for your interest in the Community Rooms at Willy Street Co-op!* The Community Rooms at Willy Street Co-op are available to Co-op Owners and community groups. All use of the Community Rooms is subject to a pre-approval process. Any individual or group who wishes to rent the Community Rooms must fill out the following application.

- All events must be non-discriminatory. Groups will not be allowed to use the Community Rooms if they promote or take prejudiced action with respect to sex, national origin, pregnancy or childbirth, sexual orientation, color, creed, physical ability, religion, marital status, race, ancestry, and age.
- In general, admission fees should **not** be charged. All items sold at Willy Street Co-op must be rung through the registers. Please speak with Co-op Services staff if you intend to sell items.
- Renters are not extended parking lot privileges. Please inform those attending the private event that they may not park in the Willy Street Co-op parking lot. Any vehicles parked in the Willy Street Co-op parking lot for more than two hours may be ticketed and towed.
- Due to the high volume of customer traffic on weekends, Willy Street Co-op does not offer room rentals on weekends.
- Any group that has abused the facility or broken a regulation in an earlier use of Willy Street Co-op's Community Rooms or any group that has failed to pay a previous room charge will be prohibited from use of the Community Rooms.
- Willy Street Co-op reserves the right to refuse use of the room at any time. Views and beliefs expressed in a Community Room rental event do not necessarily express the views and beliefs of Willy Street Co-op Owners, management or Board of Directors.
- Maximum room capacity is 25-30 people.
- Cancellations will be refunded up to three days in advance.

**If using as meeting, classroom, or presentation space:**

- Rental charge for a four-hour block of time (including setup and cleanup)
  - \$25.00 for individuals/private groups and
  - \$15.00 for non-profit groups.
- The Community Rooms are not soundproof. Sounds from the store are audible; events needing intense focus or attention may be challenging in this space.
- Space is equipped with LCD projector, screen, DVD player and stereo, tables, chairs.
- Renters are responsible for setting up tables and chairs as needed. If using as a meeting space with tables, capacity will be reduced.

**If using kitchen space:**

- These are not certified commercial kitchens, which means they may not be used to process saleable items.
- In addition to the rental charge, use of the kitchen facilities requires a separate \$100.00 deposit issued as a separate check, which is held during use of the room and is conditionally refundable following satisfactory checkout with a Manager on Duty. The deposit money will be returned within ten business days of the rental.
- Willy Street Co-op requests food served is purchased at the Co-op. Potlucks are the exception. The kitchen rental includes use of microwave, stove, refrigerator, dishware, silverware, mugs, cups, etc.

**Catering**

- Willy Street Co-op has a catering menu available to order for meetings and events. However, arrangements must be made directly with the Catering Coordinator at least 72 hours before the rental. The Catering Coordinator can be reached by emailing [catering@willystreet.coop](mailto:catering@willystreet.coop) or calling 608-237-1201.

**Room Cleanup**

- If you are not renting the kitchen space, please return tables and chairs to a tidy setup.
- For kitchen rentals, the room must be cleaned entirely and returned to its original condition. The renter must check out with the Manager on Duty (MoD) before leaving the building. The checklist for cleaning the room follows:

<input type="checkbox"/> Countertops and sinks clean
<input type="checkbox"/> Stovetop, ovens and refrigerator clean
<input type="checkbox"/> Spills cleaned
<input type="checkbox"/> All dishes washed
<input type="checkbox"/> Dishwasher loaded and running
<input type="checkbox"/> Floor swept and clear
<input type="checkbox"/> Cabinets locked and keys returned to Customer Service desk.

\*Customer Service: please attach rental receipt



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*Please include payment for the full rental amount and a separate deposit check for kitchen use (if applicable) with this application.*

Please indicate which Community Room you would like to rent: Willy East  Willy West

Contact Person: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Is your group a non-profit organization?  Yes  No

If so, please provide your tax-exempt status number: \_\_\_\_\_

Purpose of Meeting/Event: \_\_\_\_\_

Date of proposed rental: \_\_\_\_\_ Time: \_\_\_\_\_

Please list any equipment needs (A/V, kitchen, or otherwise): \_\_\_\_\_

I have read the attached forms and agree to abide by these rules. I understand that this rental is contingent on approval by the Cooperative Services Assistant.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Willy East Community Room rental**

Liz Hawley  
1221 Williamson St.  
Madison, WI 53703

608-251-6776 ext. 322  
l.hawley@willystreet.coop

**Willy West Community Room rental**

Dawn Matlak  
6825 University Ave.  
Middleton, WI 53562

608-284-7800 ext. 509  
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