

Willy Street Co-op Community Room Rental Application

Location (check one): Willy East Willy West Kitchen Use: Yes No

Date of proposed rental: _____ Time: _____ a.m. p.m.

Contact person: _____

Organization or Owner Number: _____

Phone number: (_____) _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Nonprofit or Cooperative organization: No Yes

Description of meeting/event: _____

CO-OP STAFF USE ONLY

DATE RESERVATION WAS FILED: _____ DATE RENTAL/DEPOSIT PAID: _____ TRANSACTION #

KITCHEN DEPOSIT CHECK NUMBER: _____ TECHNICAL/EQUIPMENT NEEDS:

OTHER NOTES: _____

STAFF VERIFIED VIA WEBSEARCH OR OTHER MEANS NONPROFIT OR CO-OP ORG STATUS

CANCELLATION DATE: _____ REFUNDED YES NO

RENTAL AGREEMENT AND TERMS OF USE

Signature Required

Reservations must be made at least three weeks in advance with the Owner Resources Coordinator at the store where the organization plans to rent space. Rental privileges may be denied or revoked by Co-op Services Department Staff or a Manager on Duty for any reason, at any time.

Rental time includes setup, meeting, and cleanup time. We do not prorate fees. Payment and all paperwork are due within five days of making the reservation. Holds on Community Room space will be released if the renter does not pay on time. Cancellations are accepted for full refund if cancelled at least 72 hours in advance. Cancellations requested by the renter after that time are nonrefundable. More than one cancellation in a calendar year will result in suspension of rental privileges.

- **Individual Owners and private groups: \$25 per four hours.**
- **Nonprofits and cooperative organizations: \$15 per four hours.**
- **Kitchen Use: \$100 deposit for all users.**
 - *Must be issued as a separate check.*

Willy Street Co-op East

Amanda Ikens, Owner Resources Coordinator
a.ikens@willystreet.coop, 608.251.6776 x322

Willy Street Co-op West

Katie O'Connell Jones, Owner Resources Coordinator
k.oconnell-jones@willystreet.coop, 608.284.7800 x509

- Held throughout use of room.
- Return of deposit contingent on satisfactory cleaning checkout with Manager on Duty.
- Includes use of all items and appliances available. Does not include food purchase.

Rentals may occur on weekdays during store hours only.

Capacity is 20 people seated theater style, and less for other seating arrangements. Renters are responsible for setting up the room as well as restoring the room to its original condition.

Renters are responsible for discussing needs and technical specs required with the Owner Resources Coordinator when the reservation is being confirmed. The community rooms at Willy East and Willy West both include folding tables, chairs, screen, LCD projector, DVD player, and stereo system. Willy Street Co-op does not have any IT support available for renters, equipment is available as-is.

The meeting rooms are windowed and visible to the general public. Sounds can be heard both inside and outside the rooms. Please keep this in mind when seeking a quiet, uninterrupted, private space.

Renters and attendees may not use the Co-op parking lot. Unauthorized parking lot use may result in vehicles being ticketed and towed.

The kitchens in the community rooms are not commercial-use certified and may not be used to process saleable items.

Willy Street Co-op has a catering menu for meetings and events, and catering arrangements must be made with our Catering Coordinator at least 48 hours prior to the rental. Contact catering@willystreet.coop or 608-237-1201 for more details.

Renters are not allowed to use or serve alcohol.

Money may not be exchanged at private events. Product demo and sales are not allowed. If a private event requires fees, please discuss needs with the Owner Resources Coordinator when making reservation.

The Co-op does not sponsor, advertise, or include any private rental listings in store advertising, any publications, or online. The views expressed by individuals and groups who hold private events on Co-op property are solely those of the individuals and groups themselves, and do not represent the views of Willy Street Co-op.

All events must be non-discriminatory. Any form of discrimination based on age, race, sex, sexual orientation, gender identity, religion, national or ethnic origin, political beliefs, veteran status, disability, or any other category protected by state or federal law is contrary to the principles and policies of Willy Street Co-op.

Renters must check out with the Manager on Duty (MoD) before leaving the building. Tables and chairs must be returned to original setup. Kitchen rentals must be cleaned entirely and restored to original condition. The checklist for cleaning the room is as follows:

- Countertops and sinks clean
- Stovetop, ovens, and refrigerator clean
- Spills clean
- Dishes washed/dishwasher loaded and running
- Floor swept and clear
- Cabinets locked/keys returned to customer service desk

SIGNED: _____ DATE: _____

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