



COMMUNITY CO-OP

SINCE 1973

Community Room Guidelines

We are pleased to offer our co-op community room at Oryana West for meetings. One week's advance notice (but no more than 1 month) is required for all reservations. Reservations are granted on a first-come first served basis. If you have questions call 231.486.2491 or email westcustomerservice@oryana.coop.

- Room capacity: 19
- There is no fee for room rental.
- The community room is available for use for private or public events. (i.e. board meetings, celebrations, classes). Events that are *not* permitted: political events, performances, commercial uses, business promotions, events that charge a fee to attend, or events or groups that do not uphold the values, mission, ends and/or store quality standards of Oryana. Events/groups may be turned down at the discretion of management. We reserve the right to deny use of the Community Room to any group or individual for any reason deemed appropriate by management.
- Room amenities: Flat Screen TV with HDMI and USB connections/Internet access, 9 small tables (3/4 pods), 18+ chairs.
- The Community Room is available only during open store hours. Meetings must end 15 minutes before closing time. There is a 3-hour time limit on use of the room. Exceptions may be made at management's discretion.
- Groups can use the room no more than twice per month and reserve no more than 1 month in advance.
- Oryana uses the room for internal purposes and therefore cannot provide permanent or continuous meeting space for any organization. The room can be scheduled one meeting at a time.
- Food and drink for events are permitted only if purchased at the co-op. Items should be paid for prior to bringing them into the room. Catering orders must be made 48 hours in advance through our Culinary Department.
- Use of the kitchen appliances/supplies is not allowed, with the exception of compostables.
- No music amplification allowed.
- No alcohol consumption allowed.
- Chairs and/or tables cannot be removed from the room. While chairs and tables are movable, please return them to the setup listed on the floor plan when vacating the room.
- The room should be left clean and in the same condition as prior to use. Future use may be restricted if room is not left in a suitable condition. Please dispose of all recyclables /compostables in the appropriate receptacles.
- Oryana reserves the right to ask community room users to leave if they violate room use guidelines, are in violation of the law, or if the group's activities are deemed unsafe by the Floor Manager.
- Unless coordinated by Oryana, activities that take place in the community room are not sponsored or endorsed by Oryana
- We are not responsible for lost items or items left behind following an event.
- Please note: no onsite staff support is provided with room use.
- Please let us know if you need to cancel.