



**a local co-op**

# Community Room

**The Chatham Real Food Market Co-op (CRFM) Community Room is a mixed-use space available for classes, meetings, and private events**

We welcome a wide variety of events including, but not limited to:

Educational  
Movement & Healing  
Food

Business  
Celebrations  
Movies

## Rental Rates

\$20 per hour: Member

\$30 per hour: Non-Member

**Hours for rental are during regular business hours  
Monday-Saturday 9am-7pm**

Events that run after store hours will be subject to an extra \$20 per hour for in-house staff members.

Payment must be made in full no later than the day of your event.

## Space Description

The CRFM Community Room is a 570 sq ft open space with hardwood floors, windows and lots of natural light.

The room is located upstairs above the retail area.

Come take a look or check out the virtual tour on our website! ([www.chatham.coop](http://www.chatham.coop))

## What's Included?

The room is equipped with six-foot long tables and various other small tables, folding chairs, a dry erase board, bluetooth speaker, projector, and projection screen.

## Renting the Room

Rental Applications are available in the store or online ([www.chatham.coop](http://www.chatham.coop)). Please submit your request at least 1 week in advance of your desired rental date. Please allow up to 3 business days for your request to be processed after we receive your rental application. CRFM is not a sponsor of events in the Community Room, unless approved by the Co-op Council.

## Community Room Guidelines

You are solely responsible for the execution of your event as well as leaving the room as you found it. This includes:

- Set up and tear down of tables, chairs, equipment, and cleaning dry erase board
- Sweeping, mopping, removing garbage, sanitizing surfaces
- COVID awareness: The space is to be well ventilated during use, the Co-op ventilation system is equipped with a UV Filtration system. Masking during event is at the discretion of the renter, all attendees must follow current Co-op guidelines when downstairs.
- Alcohol is not permitted without Co-op Council approval
- Maximum of 20 people
- If you need assistance, please ask a staff member for help

## Publicity

The renter is the primary promoter of each event. CRFM is not responsible for marketing of events. Renters are welcome to post flyers on our Community Board. All public events will be posted on our Community Room Calendar and may also be posted on our social media or email newsletter. Any advertising materials are subject to approval to ensure correct information relating to the Co-op.

## Cancellation

We ask for 24 hours notice of cancellation of a public or private event. Failure to notify the Co-op of a cancellation may result in a cancellation fee.