



5728 Buckeystown Pike, Unit B-1
Frederick, MD 21704
Open Daily • 8am-9pm
(301) 663-3416

Community Room User Agreement

Thank you for joining us as a Community Organization or Workshop Leader utilizing our Co-op Community Room. As we also use the room for our classes, workshops and staff meetings we prefer to allow groups to reserve the room on Sunday, Monday, Friday, and Saturday evenings. That being said, we still may be able to meet your request. In order to ensure that our space meets the needs of our Co-op Owners, our Co-op and the community, we ask that you agree to the following:

1. To have a representative from your group check in at the Co-op Service Desk upon arrival.
2. To arrive at the Co-op a ½ hour or earlier before presentation in order to prepare. (Not necessary for community meetings.)
3. To honor the agreed upon time limit for the event, unless a Co-op representative agrees that the event can go over time.
4. To notify the Common Market if the time reserved will not be needed. *If we find that your group is not using the room during your scheduled meeting time, we reserve the right to cancel your reservation.*
5. Not to publicize information about events at the Common Market (including flyers, press releases, newsletters and calendar listings) without the consent of the Common Market.
6. Not to bring in outside food or drinks (per Frederick County Health Dept. restrictions.) You are welcome to purchase food from the Common Market and eat in the Community Room.
7. Not to use our Community Room for sales of any kind or for the procurement of donations.
8. Not use the room to promote any political group or for political campaigning.
9. Not to remove, damage or alter any part of the Co-op Community Room.
10. Not to sell, solicit or promote the selling of items that directly compete with or are identical to items sold by the Common Market.
11. Not to promote specific products-particularly Wellness products that are not carried by the Common Market without permission from a Co-op representative.
12. To leave the room in a clean and orderly fashion.
13. To promote the benefits of cooperatives to your Community!

In the event that a time conflict arises, the Common Market reserves the right to cancel or change a meeting, with at least two weeks advance notice.

(See reverse side)

It is your groups' responsibility to renew the agreement at the end of each term/year. We plan Community Room classes months in advance; in order to be sure to keep your scheduled meeting time, we request that you renew your agreement at least 2 months before the current one expires.

If you would like to have food provided by the Common Market Café for your meeting, please make arrangements with the Café at least three weeks prior to your event.

Printed Name _____

Contact phone # and email address _____

Organization _____

Event _____

Event Date and Time _____

Length of Agreement through 2015 (*if event is recurring*) _____

I agree to the stated terms and conditions of using the Common Market's Community Room.

Signature _____

Date _____

Please read this agreement carefully and fill in all items. You may drop completed forms at the Co-op Service Desk, email to zoe@commonmarket.coop, fax to (240) 415-5005, or mail to: the Common Market, 5728 B-1 Buckeystown Pike, Frederick MD 21704, attn: Zoe Brittain.