



## Community Classroom RENTAL POLICIES

### **Classroom Mission:**

Located inside the Westside store, the Community Classroom is our space for hands-on cooking classes, health and wellness lectures, women's health forums, family and kids programs, integrative discussion panels, and many more exciting community classes!

### **Rental Fee:** \$35/hr.

The rental fee includes use of space and the following:

- AV Equipment: television, projection screen, music, video projection of cooking demonstration
- Culinary Equipment: pots, pans, plates, silverware, glassware, spices and oils.
- Furniture: 8 movable tables and 20 chairs

### **Payment:**

Full payment for the class is due at least seven days prior to event start date. Check or Credit Card payments are accepted.

### **Cancellation policy:**

Cancellation is required at least seven days prior to event. With less than seven days in advance, if event is cancelled, the rental fee is non-refundable.

### **Capacity:**

A maximum of 20 occupants with tables is allowed. Other arrangements can be made to accommodate your needs based on approval.

### **Insurance:**

Medical Professionals are required to maintain professional liability insurance with a minimum coverage of \$1,000,000.00.

### **Setup Responsibilities:**

Renter is responsible for set-up of furniture, AV equipment, and culinary preparatory work as needed. A New Leaf service person and/or manager will be available for your assistance.

### **Cleanup Responsibilities:**

- Clear and wipe down tables and countertops
- Turn off all electronics and appliances
- Clean dishes, either in dishwashers or sink
- Take all leftover food



**Food & Beverage Rules:**

- Alcohol is prohibited in the community classroom.
- Only food and [non-alcoholic] beverages purchased from New Leaf may be brought into the Community Classroom. You may pick up prepared foods or groceries in the store prior to the meeting or, New Leaf's Catering Department is happy to prepare a wide range of delectable food options for your group, from snacks and hors d'oeuvres to complete platters. Pre-order your catering menu by calling New Leaf Westside's Catering department at 426-1306.

**Rental Hours:**

The room is available for use beginning at 8am and must be vacated by 8:30pm.

**Procedure:**

1. Submit signed copy of Rental Agreement.
2. Preliminary meeting with store manger/classroom assistant a minimum of one week prior to event.
3. Payment due in full seven days prior to event.
4. Check in with store manger/classroom assistant upon arrival on day of event.
5. Clean-up Community Classroom after use.
6. Check out with store manger/classroom assistant after event.

New Leaf Community Markets will evaluate the use of the Community Classroom and reserves the right to refuse rental to any group for uses it may deem inappropriate. Any public posting related to an event for the rental of the Community Classroom must include this disclaimer in print: "Goods, services or opinions expressed are those of the renter and not necessarily those of New Leaf Community Markets." Any violations or noncompliance with this policy will result in forfeiture of future rental privileges.

The user agrees to indemnify New Leaf Community Markets for property damage and to reimburse New Leaf Community Markets for any expense incurred by, at or in consequence to use of the facilities of the Community Room; to hold New Leaf Community Markets, its agents or employees, harmless from any and all causes of action, claims or damages arising out of the use of the facilities by any person permitted upon the premises of the Community Classroom by the patron; to provide liability insurance in amounts sufficient to protect New Leaf Community Markets; and to abide by the regulations stated above regarding the use of the facilities.



**Community Classroom  
RENTAL AGREEMENT**

Group Name: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Planned Activity: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time: From \_\_\_\_\_ To \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

RENTAL FEE: \$35/hour

Payment Method (choose one):

Check # \_\_\_\_\_  
(Attach and make payable to: New Leaf Community Markets)

Credit Card # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Would you like this event posted under our Community Events on New Leaf Community Markets' website, [www.newleaf.com](http://www.newleaf.com)?

YES!  No, Thank you.

The signature below indicates that the rental applicant has read and agrees to comply with New Leaf Community Markets Community Classroom Rental Policies.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Questions & Submittals**

Please contact the Westside Community Education Coordinator at:  
831.426.1306 x 107 or email [WESmarketing@newleaf.com](mailto:WESmarketing@newleaf.com)