

## MENOMONIE MARKET

# Classroom Use Policy

The Menomonie Market Classroom is used for MMFC classes and education purposes. When the classroom is not in use by MMFC, it is available for rent to community members for various groups and meetings. Reservation of the room is required, as well as full payment at least one week prior to the use. This assures it will be available for you on the day you need it! The Following guidelines should answer most of your questions about the room.

### Who can rent the classroom?

Community groups and organizations needing a space to meet are welcome to use the classroom. Seating capacity of the room with tables is approximately 25, without tables up to 40. The room may not be rented for commercial use, promoting a business competing with MMFC products, or events that collect a fee (unless sponsored by MMFC). Outside food is not permitted, but any food purchased at MMFC can be brought into the classroom.

Allowing community groups to utilize this space does not constitute an endorsement by Menomonie Market Board of Directors, Management, or staff of the group's policies or beliefs. Claims to that effect or claims of MMFC sponsorship may not be used, explicitly or inexplicitly.

### Cost

The classroom is rented at a rate of \$50 for a half-day and \$75 for a full day. Shorter rental times are available upon request.

### Availability

The first priority of the classroom is given to Menomonie Market's educational program and the store's needs. To continue to grow towards being central to a thriving and healthy community, we aim to keep the classroom available for our own classes. For this reason, we cannot guarantee this space for monthly meetings, or long term rentals.

Menomonie Market reserves the right to book classes from their education program first, and fill in the gaps with rentals. The classroom is available weekdays 8am-8:30pm and weekends 9am-7:30 pm.

### Reservation

Please fill out the classroom request form to request a date and time. This form can be dropped off at the customer service desk, emailed to becca (becca@mmfc.coop) or mailed to Menomonie Market (Attention Becca). Please allow up to 5 days for us to process your request and get back to you. If the date is available we will ask that you fill out a Classroom Rental Agreement Form and return it to MMFC with full payment before we can reserve the classroom for your date and time. Forms must be returned at least 7 days prior to the date of the event.

**Additional Questions? Please contact Becca Kleist, Outreach and Education Coordinator  
(715) 235-6533 x220, [becca@mmfc.coop](mailto:becca@mmfc.coop)**

*Please keep these policies for your records.*