



Bay View Community Room Rental Policies

1. A rental fee of \$20 per use/per day is required when making your reservation. This fee will be refunded if cancellation is made 10 days or more prior to the date of the event. Reservations cancelled less than 10 days prior will not be refunded.
2. Check in with the Outpost Customer Service Desk prior to the start of the event, and check out with Customer Service at the conclusion of the event.
3. If the group requires a special room setup, they are responsible for rearranging tables and chairs. At the end of the event, the group is responsible for cleaning the room, including:
 - ✓ Clear and wipe down tables
 - ✓ Throw away or recycle all trash and unused materials
 - ✓ Clean whiteboard, return markers
 - ✓ Stack unused chairs
 - ✓ Check out at Customer Service Desk
4. One adult chaperone over the age of 21 must be present if any attendees are under the age of 21. The chaperone must remain on the premises during the entire event.
5. Alcohol is prohibited in the Community Room.
6. Only food and [non-alcoholic] beverages purchased from Outpost may be brought into the Community Room. You may pick up prepared foods or groceries in the store prior to the meeting ... or, Outpost's Catering Department is happy to prepare a wide range of delectable food options for your group, from snacks and hors d'oeuvres, to lunch or dinner buffets. Pre-order your catering menu by calling Outpost's catering manager at 414-755-3202, ext. 452.
7. Hours available for rental are: 8:00 a.m. – 8:30 p.m. daily. Please note – meeting must be concluded and room vacated by 8:30 p.m.
8. Outpost Natural Foods will evaluate the use of the Community Room 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 Room must include this disclaimer in print: "Goods, services or opinions expressed are those of the renter and not necessarily those of Outpost Natural Foods, the Exchange Magazine or the Board of Directors of Outpost Natural Foods Cooperative." The group may not charge or collect money for goods, services or admission for any event held in the Community Room or anywhere else on Outpost property. Any violations or noncompliance with this policy will result in forfeiture of future rental privileges.
9. The user agrees to indemnify Outpost Natural Foods for property damage and to reimburse Outpost Natural Foods for any expense incurred by, at or in consequence to use of the facilities of the Community Room; to hold Outpost Natural Foods, 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 Room by the patron; to provide liability insurance in amounts sufficient to protect Outpost Natural Foods; and to abide by the regulations stated above regarding the use of the facilities.