

KOOTENAY COUNTRY STORE COOPERATIVE

COVERED AREA USAGE POLICY

PURPOSE:

To provide a consistent approach in the usage of the covered area.

GUIDELINES:

1. Use of the covered area will be limited to local and not-for-profit organizations, service groups, schools and community programs in the following ways:
 - For awareness-raising purposes
 - For community fundraisers
 - For informational and educational purposes of a non-partisan nature.
2. **Users must state if their purpose is political** in their application for use (for example, petitioning any level of the government, letter-writing campaigns, etc.). The Co-op will encourage democratic engagement in balance with our primary mission to provide “the highest quality, local, sustainable and organic products, at reasonable prices, in a welcoming environment with exemplary customer service.”
3. Users must be **respectful** to all community members and groups, including, but not limited to:
 - a. **Refraining from approaching customers.** Users may politely invite people to approach, but please refrain from “accosting” customers. Remaining seated is the most respectful method.
 - b. **Refraining from naming third party individuals, groups or businesses as adversaries to their cause.**
4. **Users must provide their own tables and chairs.**
 - a. Tables must not be larger than card-table size, in order to maintain acceptable foot traffic flow.
5. **Signage/displays must be limited to the table** and not interfere with the smooth flow of traffic or alter the appearance of the Co-op, unless special arrangements have been made with the Marketing/Outreach department.
6. Users wanting to sell anything in the covered area must have any licenses required to do so.
7. Product sold must not compete with products for sale at the Co-op.
8. **Users may not park in the customer parking lot.** Unloading materials/supplies from the customer parking lot is permitted, but the vehicle must be removed for the duration of your tabling.

Failure to follow these guidelines may result in the removal of the privilege to use the Covered Area.

Cancellation Policy:

We reserve the right to cancel or refuse use of covered area for any reason and with no notice.

PROCEDURE:

1. Prospective users will provide the following information:
 - The name and status of the group, and contact information for those who will be representing the group in the covered area.
 - The date and time of the covered area usage.
2. The Marketing Department will approve or reject the applications and notify the contact person for the group in a timely manner.
3. Notification of upcoming covered area usage will be posted in the Covered Area calendar at least 48 hours in advance of usage.

Applicants should send requests to community@kootenay.coop and may call 250-354-4077 with any questions.

This form should be signed and returned *prior to booking the covered area.*

I have read and understand my responsibilities, as stated above.

Organization: _____ **Requested Booking Date and Time:** _____

Date Signed: _____ **Print Representative Name** _____ **Signature:** _____