

Tidal Creek Co-op Community Center Policy

The Tidal Creek Community Center is located above Tidal Creek Co-op in Suite 204 at 5329 Oleander Drive in Wilmington, North Carolina. The space can seat up to 25 people. Tables and chairs are available for use, as are electrical outlets. Other materials are available for use, some with a fee, and are listed below. If a smaller, more intimate space is desired we also have a Conference Room available for rent. Light refreshments or catering from the Tidal Creek Café is also available for a fee, but must be requested in advance. **You can determine availability of the room by calling Tidal Creek Co-op's April Marlow at 910-799-2667 ext.214; we can then fax or mail you a user agreement to complete and return.**

1) **Room Sign-Up** The co-op and building tenants are given first priority for use of the room. Other community groups can reserve the room by first filling out a reservation request and then signing a room use agreement and writing a check payable to Tidal Creek Co-op for the times reserved and dropping them by the store with:

**Attn: April
Tidal Creek Co-op
5329 Oleander Drive
Wilmington, NC 28403**

The room is officially reserved only when the Co-op has returned to the user a copy of the signed user agreement marked "PAID". The community room is available for profit use, i.e. paid classes or lectures. Classes charging a reasonable materials fee or donations are acceptable also.

2) **Times Available** Based on the previous priority listing, the Tidal Creek Community Center is available for reservations Monday thru Friday from 5 pm-7:45pm for weeknight meetings. Special arrangements for Saturday and Sunday are made by request.

3) **Room Rental Fees** A use fee, payable only in advance, of \$20 for each hour or less is charged to groups without a budget and who are members of the co-op. Groups with a budget that are not members of the co-op will be charged a use fee of \$25 for each hour or less.

Tidal Creek Co-op reserves the right to ask any user to leave if, in the opinion of the Co-op's manager on duty, the user's activities pose a threat to the safety of co-op members or shoppers or are in violation of the law.

If interested please take a room reservation request .