

## Stadler Room Membership & Usage Policy

Friends of Third Place Commons (“Third Place Commons,” or “the Commons”) is a 501(c)3 nonprofit organization dedicated to fostering real community in real space by hosting hundreds of annual events and presenting the Lake Forest Park Farmers Market from May to October.

As part of this work, Third Place Commons manages the use of the Stadler Room. This policy provides guidelines and limitations for use of and membership in the Stadler Meeting Room.

**Membership:** Reserving the meeting room is a benefit of Stadler Room membership. Membership levels are tiered according to the frequency of use members desire. Any individual, group, organization, or business may become a member as long as they adhere to all Stadler Room policies (see exclusions below). Stadler Room membership supports Third Place Commons and helps the Commons provide over 900 programs offered free to the community each year.

Memberships must be renewed annually on or after the one year anniversary of the membership start date (or upon completion of designated number of reservations) to continue reserving the space. Donations intended to secure membership must be designated as such and must be accompanied by a completed and signed membership form.

**Purpose:** The room is often used for meetings, classes, and small social gatherings. Third Place Commons reserves the right to restrict or deny use of the Stadler Room to anyone whom the Executive Director, the Executive Committee, or the Board of Directors in good faith believes is abusing the intended use of the Stadler Room or the Commons.

The Stadler Room **may not be used** for/by any of the following:

- Any kind of sales, marketing, promotion, or class charging a fee for instruction or materials (unless specifically sponsored by Third Place Commons or Third Place Books).
- Religious groups or entities.
- Political purposes except for nonpartisan groups or programs that provide equal time to all parties. No partisan activities are permitted in the Stadler Room or the Commons.
- Fundraising by any group or organization (other than Third Place Commons).

**Membership Levels & Reservation Frequency:** The Stadler Room may be reserved by members based upon the annual membership levels as described below.

<b>Membership Level</b>	<b># Reservations per year</b>
\$40	2
\$75	4
\$110	6
\$160	9
\$210	12
\$310	18
\$400	24
<i>To be negotiated</i>	<i>More than 24</i>

**Availability:** Prospective users of the Stadler Room may check its availability for their desired times by visiting [thirdplacecommons.org/calendar](http://thirdplacecommons.org/calendar). All scheduled events at the Commons are reflected on this calendar. Precise location within the Commons (Stadler Room, Stage, etc.) may be determined by clicking on the specific event.

A paper copy of this calendar is also regularly posted on the wall immediately outside the Stadler Room for reference, however the online calendar is the official record of all events. When there is a question about scheduling or a conflict between the paper and online versions, the online calendar is considered the final word.

**Time Limit:** The Stadler Room is a popular place. To accommodate as many groups as possible, the Commons will generally schedule groups in two-hour slots, with a few exceptions for our partner organizations. If a group meets regularly, the suggested annual contribution levels will be reviewed.

**Capacity:** In a standard configuration with one large “boardroom style” table in the middle, the room seats 16 people around the table. The room comfortably seats up to 25 people depending on the room configuration. Under some circumstances, chairs can be set up for a maximum of 50.

**Making Reservations:** Reservations can be made by calling 206-366-3302, or by sending an email message to [programs@thirdplacecommons.org](mailto:programs@thirdplacecommons.org). Third Place Commons requests reservations be made with as much advance notice as possible. Response cannot be guaranteed to reservation requests within 72 hours of the requested time. Third Place Commons representatives will make efforts to let people know of changes in advance, but the Stadler Room schedule can change without notice.

**Food Restrictions:** Users of the Stadler Room are strongly encouraged to use vendors from the Commons and Town Center for their events in the Stadler Room. Groups are expected to bus their tables in the meeting room and make sure the room is in good condition upon departure.