

MIDDLEBURY NATURAL FOODS CO-OP

Plaza Use Request Form

Middlebury Natural Foods Co-op aims to support community activities and projects outside for **local non-profits that align with the MNFC mission**. Our priority is to make sure our customers are comfortable entering and exiting the store, as well as to promote the missions of local non-profits.

For profit organizations are not permitted to reserve the plaza for their own purposes. However, the Co-op may invite you to use the plaza to help promote both of our missions when relevant.

Please review the following guidelines before applying to use the plaza:

- Obtain written permission at least one week in advance from the Marketing, Education and Membership Manager (see contact info below)
- Supply the names of people that will be staffing the table and the date and time you wish to use the space (no more than one time per day)
- Provide a sign that clearly identifies your cause
- Remain at your table
- Let the Manager on Duty (MOD) know when you arrive and when you leave
- Do Not interfere with customer flow in/out of the store; we 'll help position the table, if needed
- Do Not request or exchange money (such as: donations, memberships, ticket sales or product sales).
- Do Not pursue people or solicit customers in the parking lot, for safety reasons

If you have any questions, please call Karin Mott, Marketing, Education and Membership Manager (802)388-7276 or e-mail at marketing@middleburycoop.com.

Organization: _____

Date: _____ Non Profit Tax ID: _____

Reason for Plaza Use: _____

Date/Time of Event: _____

Contact Name: _____ Contact Phone: _____

Contact Email: _____

