

LifeSource Community Room Request Form

We appreciate the opportunity to offer a space for educational and interactive classes and meetings for the Salem Community. The room is available, if not already booked, Monday through Friday after 5:30 and all day on Saturday and Sunday. Your patronage allows us to offer this room free of charge or at a 10% rate of the income you receive from your event. We can't allow competitive marketing groups or political groups, unless they relate to support of organic and sustainable food. Thank You!

The room is 13' x 20'. It will hold 25 people auditorium style. The adjacent Marketing office, if otherwise unoccupied, is available for greeting people but not for leaving children to play unless accompanied by an adult.

Please allow 2 weeks from the day this request form is submitted until the day of event.

The room comes equipped with:

- 3 banquet style tables
- 25 chairs
- A projector and screen
- A chalkboard
- Drinking water and cups

We show the room on Wednesday and Thursday afternoons. Page over are some photos to give you an idea of what it's like, as well as a request form we'd like you to complete. There are some instructions we will need to give you should you choose to use the Community Room.

We do not charge for events for which there is no charge to attendees. For events that do charge a fee, the cost is 10% of the event income.

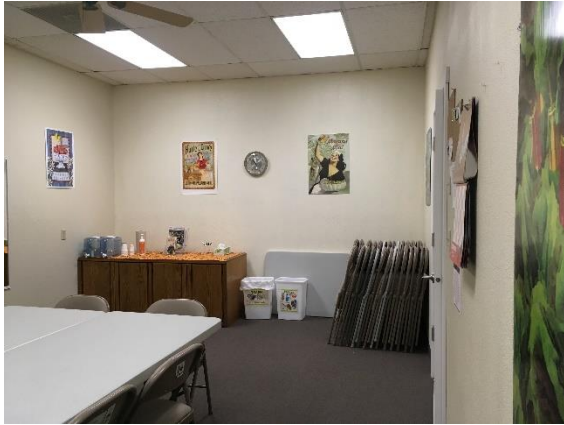
We will happily post a flyer for your event on our Information kiosk at the front of the store and if you send us a PDF or jpg we can also announce it on our website and on our Facebook page. If this room fits your needs, please complete and return this form and also send me an email letting me know of your interest. We'll review your request and get back to you within two weeks.

Thank you for helping our community continue to be as vibrant and generous as it is.

Be Well,

~Roxanne Magnuson
Marketing and Outreach Director
Roxanne@LifeSourceNaturalFoods.com
503-361-7973/store

Paige Smith
Outreach Coordinator
Paige@LifeSourceNaturalFoods.com
503-361-7973/store



Please tell us about your event so we can process your request efficiently. Thank you!

Your Name:

Today's Date:

Date of your event:

Email:

Phone:

Hours (time of day) you would like to reserve the room:

We show the room on Wednesday or Thursday afternoons. What date would you be able to come in and meet to go over details?

Do you shop at LifeSource?

Name of the class or meeting you will lead:

Cost?:

Please describe what will you be teaching or discussing.