



# Workshop Application

Hunger Mountain Cooperative exists to create and sustain a vibrant community of healthy individuals, sustainable local food systems, and thriving cooperative commerce.

We curate workshops as part of our mission to educate the community, offering diverse learning opportunities while holding presenters accountable for providing information that is well researched, accurate, and organized.

**Date:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Contact** (Email/Phone) Preferred: \_\_\_\_\_ Alternative: \_\_\_\_\_

**Please list certifications, qualifications and prior teaching experience, pertaining to this workshop:**

**Proposed date of workshop:** \_\_\_\_\_  
(Weeknights between 5pm and 7:30pm)

**Email Workshop title and description to [robypn@hungermountain.coop](mailto:robypn@hungermountain.coop)**

**We will contact you for additional information and/or links for our website.** Character limits include spaces and punctuation. Outside advertising outlets have a strict limitation as outlined below. You may attach a hard copy or use the space below if you do not have access to email.

*(as you would like printed)*

Your Name and Credentials (60 characters):

Title (40 characters):

Print Description (250 characters):

In order to assist you, as well as to ensure a great experience for your workshop attendees, we will provide:

- Our community room, capacity 25 people, equipped with stackable chairs and foldable tables
- Access to a computer connected to a wall mounted television (*technical assistance available upon request*)
- Listings on our online calendar, in store, and in local publications (further advertising is up to the presenter)
- A posted sign up list and RSVP confirmations
- Attendee feedback forms to be reviewed by community relations after each workshop



## Workshop Presenter Agreement

### Please review and initial:

- Workshops must align with our mission and the goals of our workshop program. Selection is based on a review of a completed application and signed agreement. Proposals are not guaranteed to be accepted and are scheduled on a first-come, first-served basis. We reserve the right to decline or cancel a workshop at any time. \_\_\_\_\_
- Workshops are open to the public. No one is to feel unwelcome based on race, color, ancestry, religion/belief, sexual orientation, gender identity/expression, military status, disability, or any other categories protected by federal or state law. \_\_\_\_\_
- Workshop presenters are required to adhere to the same DSHEA guidelines as Co-op employees. They may offer support and information; they may not offer a diagnosis, cure, or treatment.
- Workshops must be free of partisan politics and particular religions. \_\_\_\_\_
- Workshops are for educational purposes to provide general information, not for promotion of a specific business, product, or service. Presenters may not solicit or persuade attendees to use a specific product or service, or privately sell material goods of any kind on the premise. \_\_\_\_\_
- Workshop presenters are volunteers, but should have credentials in the area about which they are speaking. With prior approval, a fee of no more than \$10 per person may be charged to cover materials, with member-owners receiving a discount. Presenters are responsible for directly collecting fees. Preference is given to workshops that are free to all attendees. \_\_\_\_\_
- Workshop presenters are responsible for set up and cleanup of our community room, arriving 15-30 minutes before their scheduled time. Lighting and heating are not modifiable; candles, incense, or any sort of open flame are prohibited. If more than 30 minutes before the workshop time is necessary, reservation of the room requires prior approval. If no one has arrived when the workshop is scheduled to begin, the presenter will wait 15 minutes. The room should be left how it was found. \_\_\_\_\_
- Workshop presenters are responsible for providing all materials needed (including desired refreshments and printouts). Any foods or products used in the workshop must be available for purchase in our store. All print materials and digital media must be submitted for review before the workshop date. \_\_\_\_\_

I have read and understand the above material, and commit to following these terms and conditions. I understand that failure to do so in due diligence will result in termination of my workshop presenting privileges at Hunger Mountain Co-op. I hereby for my heirs, my executors, and myself waive, release and hold harmless Hunger Mountain Co-op, its officers, directors, members and employees from any and all claims, liabilities, rights or cause of action of whatsoever kind or nature, arising from using the Co-op's community room.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### FOR INTERNAL USE ONLY

Date Received:

Completed Application     Signed Agreement     Title and Description

Date of Workshop: