

Room Reservations

Our Meeting Room is available to be reserved every day that the shop is open. If the room is not reserved, customers are welcome to sit in the room with the door open.

**To reserve the Meeting Room, please call the shop and speak with a staff member so they can check that your date and time is available.** Our team members will do our best to answer your questions, but this document constitutes official rules and regulations. Any additional requests or changes can be communicated by called us. See the guidelines below for both one-time and ongoing/repeating reservations.

Regular Reservations

* There must be at least 6 customers in your group
* $30/hour
* No time limit

Nonprofit Organization (NPO) Reservations

* There must be at least 6 paying customers in your group
* No charge for the first 2 hours, additional hours $15/hour.
* To be approved for NPO pricing, the room must be used for the operation or business purposes of the NPO.
	+ Ex: A Catholic Charities employee may reserve the room for free for a Catholic Charities staff meeting, but they could not use the room for personal reasons (i.e. child’s birthday party, college study group, etc.).

For all reservations:

* Light House Coffee reserves the right to cancel your reservation. If this happens, we’ll do our best to let you know at least 2 weeks in advance.
* Outside food is allowed for an additional $5/person
* Decorations require prior approval.

Please contact Amber Elworth at lighthousecoffeebr@gmail.com for more information! Thank you!