

## About LEAP

Local Environmental Agriculture Project (LEAP) is a Roanoke-based 501c3 nonprofit. Founded in 2009, LEAP strives to nurture the local food community through equitable food and farming systems that prioritize health and abundance and support local farmers. LEAP makes local food available through two farmers markets, a mobile market, a farm share, and a community store, as well as operates a food hub, processing kitchen, three community gardens, and robust food access programs. LEAP co-founded and serves as the fiscal sponsor for [Roanoke Foodshed Network](#) and [Virginia Fresh Match](#). Learn more about LEAP at [leapforlocalfood.org](http://leapforlocalfood.org).

## About LEAP Facilities

LEAP offers a variety of gathering places for LEAP staff, community partners, and external groups to reserve in and around the West End neighborhood in SW Roanoke. These include the Gathering Place and West End Farmers Market Pavilion at the LEAP Hub, as well as a Pavilion at both Mountain View Community Garden and Hurt Park Community Garden.

LEAP facilities may be reserved for a variety of activities, including but not limited to community groups, meals, music, art, and other events. Priority is given to organizations and groups who work in the West End and/or work on topics related to food access, food systems, nutrition, and local agriculture. Fundraising, profit-making, or political campaign activities are considered on a case-by-case basis.

### Gathering Place

The Gathering Place (1027 Patterson Ave SW) is an indoor meeting space with access to wifi, large TV monitor with video/audio conferencing capability, and restroom facilities. Maximum capacity of the room is 17 people.

### West End Farmers Market Pavilion

The West End Farmers Market Pavilion (1027 Patterson Ave SW) is a 40'x75' open-air, covered pavilion with access to power and folding tables upon request. Pavilion reservation includes access to restroom facilities through the Gathering Place.

### Mountain View Community Garden

The Mountain View Community Garden (740 13th St SW) offers an open-air, covered pavilion within a community garden setting, and is equipped with several picnic tables. This site does not offer electricity or restroom facilities.

### Hurt Park Community Garden

The Mountain View Community Garden (1718 Salem Ave SW) offers an open-air, covered pavilion within a community garden setting, and is equipped with several picnic tables. There is a port-o-john bathroom on site, and electricity available under the pavilion.

## Reservation Fees

There is a suggested usage fee of \$20 per hour for use of LEAP Facilities. This fee helps us to maintain the space and supports LEAP's work and mission. Upon acceptance of a requested event, the user will be provided a payment link to pay for the space.

- The fee is required for any events that are charging for attendance.
- LEAP will consider waiving or reducing the fee on a case-by-case basis. Please include your request for waiver when you submit the facilities request form.
- LEAP garden members are exempt from paying a reservation fee for garden facilities, unless charging for attendance.

## Room Reservations and Equipment

To reserve LEAP Facilities, please complete a [booking request form](#) no later than seven days prior to the date needed. All LEAP facilities are closed from Dec. 24 to Jan. 2. Following booking, a LEAP staff member will confirm room availability and send you a payment form to book the space. Upon confirmation and payment, you will be sent a calendar invitation and provided additional usage information, including PIN code for the door if reserving the Gathering Place or West End Farmers Market Pavilion. In the event of a cancellation, please email [info@leapforlocalfood.org](mailto:info@leapforlocalfood.org).

The Gathering Place is equipped with:

- Two bathrooms
- Water fountains
- Indoor tables and chairs
- Whiteboard and markers
- TV with audio/visual (capacity for presentations and virtual meetings through HDMI connection to a computer. Computer not provided.)
- Wifi internet access

West End Farmers Market Pavilion is equipped with:

- Outdoor tables
- Outdoor electric access
- Access to Gathering Place facilities

Mountain View Community Garden

- Picnic tables
- No electricity or restroom facilities onsite

Hurt Park Community Garden

- Picnic tables
- Electricity
- Porta potty on site

# Facilities Use Guidelines

## The following are not permitted on LEAP property:

- Smoking (includes cigarettes, cigars, pipes, vapes, chewing tobacco, and other forms of tobacco and marijuana)
- Illegal or controlled substances
- Weapons of any kind
- Fireworks
- Open flames such as candles, incense, propane burners, fire pits, etc.
  - Grills are allowed but must not be within 10 feet of a building structure or tent
- Alcohol is permitted on a case-by-case basis and requires LEAP prior approval.

## Users are not permitted to:

- Affix items to the walls in any way, including sticky notes.
- Use permanent marker on the whiteboard
- Remove indoor furniture/supplies from inside the Gathering Place.
- Remove any furniture/supplies from the property.
- Prop open any doors when unattended.
- Host any activities that can permanently damage, dye, or stain without an approved plan for protecting all surfaces, including the pavilion concrete pad.
  - Users must bring table covers to cover furniture and protect furniture / surfaces from paints, glue, permanent markers, glitter, etc.
- Allow pets off-leash or indoors
- Take from or otherwise disturb garden beds
  - The garden beds in front of the LEAP Hub are open for public consumption

## Users of LEAP Facilities will:

- Leave space clean and in the same condition it was prior to usage.
- Use caution around features, such as the Gathering Place mural or garden beds, to prevent causing damage.
- Clean up excess food or craft scraps, mud, or dirt.
- Place all trash and recycling in appropriate receptacles and remove trash if full/contains food.
- Turn off all lights/fans
- Close and lock Gathering Place / WEFM Pavilion shed / garden gates (don't need to lock).
- Leash and clean up after pets
- Supervise children

# Compliance & Agreement

The reserving group is responsible for any damage done to the LEAP building, facility, and/or furnishings and may be subject to repair or replacement costs. LEAP reserves the right to restrict usage to those individuals and groups who do not follow the policies outlined. For serious infractions, a group's right to use LEAP Facilities will be revoked for a period of 12 months to indefinitely, depending on severity. Infractions may include, but are not limited to damage to the facility, leaving lights / appliances running, the use of illegal or controlled substances on LEAP property, leaving doors unclosed / unlocked, and the discharge of weapons or fireworks on LEAP property.

By submitting a LEAP Facilities Reservation request and subsequent payment, you agree to these terms and conditions of using the space.