

Policies for Group Cooking Classes

1. **Promotion is the responsibility of the requestor.** Once the class date and menu are confirmed, we will send you a message with detailed information for you to share with your group members, including menu description, allergen info, date/time/place, payment instructions if applicable, and class registration link. It is YOUR RESPONSIBILITY to get the word out about your class and to send reminders to ensure your group members sign up and participate.
1. **Sign up is required for individual participants.** Please DO NOT create your own sign-up list. Participants MUST sign up using the link we provide to provide food allergy info, complete the required waiver, and enter payment (as applicable). Our sign up also automatically counts registrants to manage class capacity and provides participants with immediate feedback whether they're confirmed for the class or on the wait list. If a wait list is generated and we have any cancellations, we manually manage the order of invitations for open spots. We cannot guarantee participants access to class if they have not completed our registration process.
2. **Minimum registration deadline.** If fewer than 8 participants have registered for your cooking class by 3 business day before your class is scheduled, we reserve the right to cancel the class. We create a "quota dashboard" for you to monitor the registration count for your class; a link to this page is included in your class confirmation email.
3. **Payment deadline.** For groups who are paying class fees on behalf of participants, payment is due by 2 business days before the scheduled class. For groups whose members are paying for themselves individually, payment is due by the time of the scheduled class.
4. **Fees are non-refundable.** If your class must be cancelled due to low enrollment, any fees paid are non-refundable and will be reallocated to support food security.
5. **Unfilled classes will be opened up for individual sign up.** If the class max of 17 participants has not been reached within 1 business day of your scheduled class, we may invite additional participants via our social media and/or email subscriber list to join.