

Commercial Kitchen User Services Contract

This User Services Contract is between Douglass Blvd. Christian Church and the User as identified below, and is effective upon the date of execution shown below.

Date: _____

Contract Information, Please fill in all blanks.

Legal Name of User(s): _____

Business Name: _____

Address: _____

City/State: _____ Zip: _____

Phone: _____ Business Phone: _____ Fax: _____

Email Address: _____ Website: _____

The User and the Church agree to the following terms:

The Church will provide User with access to and use of the commercial kitchen ("Kitchen"), subject to the terms of this agreement. Facility: The kitchen is a shared-use facility, equipped with commercial stoves, ovens, mixer, sinks, refrigerator, tables, dry and cold storage and other food preparation equipment.

- The “Church” shall maintain the Kitchen in a sanitary and orderly state and ensure that all equipment available to User operates to all applicable health and safety standards.
- It is the User’s responsibility to furnish all small wares, foods, spices, etc. needed for their food process.
- When the processing is completed for the day, remove their food and equipment from the Kitchen and either store on shelves rented at the Kitchen or take home.
- It is also the User’s responsibility to ensure the Kitchen is left in a sanitary and orderly state at the end of the User’s day. Failure to do so will result in a cleaning fee that will be deducted from your security deposit. After 3 occurrences, this agreement will be terminated.

User Requirements:

All Users of the Kitchen will have completed the following activities and provided appropriate documentation to the Operations Manager before User may enter and use the facility:

_____ Completed contract

_____ Proof of General Liability/Product Liability Insurance

(Douglass must be listed as an additional insured on your policy. This does not cost you additional)

_____ Copy of Food Service certification

_____ Security Deposit (\$100)

Scheduling of Use:

Because the kitchen is a shared use facility, the Church shall control the times and manner of all Users' access and use of the Kitchen.

User shall request use of the Kitchen one week in advance.

The Church will make its best efforts to create a schedule for use of the Kitchen that accommodates all Users' reasonable requests.

Payments:

User will pay the Church rent for each hour User occupies the Kitchen at a rate of **\$20.00 per hour**. The space is only rented in hour increments and uses the services of this agreement according to the following terms:

Payment Terms: Each User will pay for Kitchen use on a "pay-as-you go" basis if you are not scheduling more dates. Payment is due at time of use. If you are scheduling for more than one use, you will be billed monthly. Payment will be due ten days after date of bill. A charge of \$10 will be added to unpaid bills. If payment is not made within twenty days of invoice, you will not be able to continue scheduling hours.

Fees

Rate for Kitchen Use: \$20per hour, \$300 per week(20hrs) & \$750 per month(60hrs)

Rental per Shelf – dry storage: \$10 per month

Rental per Shelf – frozen storage: \$10 per month

Security Deposit: A refundable one time fee of \$100 will be required.

(if Kitchen is left dirty the fee of \$25 for each occurrence will be deducted).

Cleaning fee: \$25 (if Kitchen is left in unacceptable manner)

Cancellation fee (when 24 hours' notice is not given): \$20

These fees may be changed at any time by the Church. User will be given reasonable notice for all changes.

User acknowledges that they have received and read Rental and Use Policies.

The Church reserves the right to amend the rental and use policies at any time upon written notice to User. If User violates these policies, the church may notify User, in writing; upon repeated violation, the Church may in its discretion terminate agreement.

User confirms that the identification, address and contact information stated at the beginning of this document is current and correct. User agrees to notify the Church informed of any changes in address and other contact information. No equipment or items owned by the Church shall leave premises. User agrees to contact Church immediately if there is any damage to equipment in the kitchen either during or upon arrival.

Rental and Use Policies

Dry Storage: Fees are charged on a monthly basis payable in advance.

All items must be clearly identified and labeled with the User's name. Opened food items must be stored tightly & covered in LABELED containers. All items must be off the ground a least 12 inches. We ask that you not store items in cardboard boxes as they are breeding grounds for bugs. Areas provided for stored items must be kept clean & locked.

Cooler Storage: All items must be clearly identified, labeled, and dated with the User's name.

Food items must be stored tightly covered. Remember that you are paying for cooler storage by the shelf. It is to your advantage to arrange your items in the most space efficient way, keeping in mind sanitation guidelines that dictate raw meats on bottom shelves.

Garbage Disposal: Use the Church dumpster. It is located on the far corner of the property in the concrete enclosure. The dumpster located on the left side (Eco-tech) is the Church dumpster. Place cardboard boxes in the recycling box in kitchen. If you don't know where it is, please ask.

WE DO NOT HAVE GARBAGE DISPOSALS IN OUR SINKS. PLEASE DISPOSE OF FOOD IN TRASH CANS.

Kitchen Use: Users must request use of area at least one week in advance. If space is available, requests will be accepted up to 48 hours in advance. Users must call or email the Church who will notify the User if the requested facility and equipment is available.

Shared Use Facility: Please remember that this is a shared-use facility. Empty trash containers in the facility into the dumpster and leave trash can clean. Please help take care of our community kitchen by sweeping & mopping the floor, wiping out the sinks, counter tops or anything else that you see needs attention. This space is for your convenience.

Cancellations: Cancellations of kitchen use must be received as soon as possible but NO LATER than 24 hours in advance. Repeated cancellations may result in the User being denied use of the facility.

No Shows: If no cancellation notice is received 24 hours in advance of scheduled kitchen time, and another User has been denied access due to that prior reservation, then the “no-show” User will be charged a \$40 fee for the no-show.

Sign-In Sheets: All Users are required to sign in when they arrive at the facility. All Users must complete a facility checklist to note any areas of the kitchen that need attention. Users sign out when they are finished cleaning the facility. Failure to accurately sign in and out may result in the User being denied use of the facility.

Cleaning time: Cleaning time at the end of each User’s operation is essential to insure thorough cleaning and sanitation. Users who are producing food may go off the clock after their production is complete and all equipment is turned off in order to clean the area. Please make sure to allow ample time for thorough cleaning.

Facility Failure: In the event of equipment failure or other facility issues that compromise production, no charge will be made for lost hours. Users MUST contact the Church Operations Manager, immediately to be eligible for a credit.

Eligible User: We ask that only those Users and their employees that are registered and authorized by the Operations Manager are allowed to be in the areas. Each employee/helper must have been trained and received a copy of these guidelines. No unsupervised children are allowed in the facility at any time.

- No Live Animals are allowed inside the building at any time.
- No Smoking inside the facility. If you choose to do so outside, please clean up after yourself.
- Small Wares: Users will provide their own cooking items, pans (we have some), small wares and other special items necessary to their specific production needs. Do not leave your personal small wares in the kitchen.

What we provide: Aprons, towels, oven mitts, trash bags and cleaning supplies. We ask that you please put all dirty rags & aprons in the hamper located in the kitchen.

Kitchen Property: No equipment or other items belonging to the Kitchen is ever allowed to leave the premises.

Owner (Douglass Blvd. Christian Church)

Date

User

Date