

What day(s)/hours do you wish to use the ELHI Kitchen. Please check all that apply.

	FROM	TO
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

What alternate day(s)/hours do you prefer if you cannot be scheduled at your desired time?

	FROM	TO
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

What equipment/storage do you require?

Equipment:

- | | | |
|--|--|--|
| <input type="checkbox"/> Handwash sink | <input type="checkbox"/> Mop Sink | <input type="checkbox"/> Preparation Space/Equipment |
| <input type="checkbox"/> 3 compartment sink | <input type="checkbox"/> Refrigeration space | <input type="checkbox"/> Dry Storage Space |
| <input type="checkbox"/> Food preparation sink | <input type="checkbox"/> Freezer space | <input type="checkbox"/> Overnight Storage |
| <input type="checkbox"/> Other: _____ | | |

Items to be Stored: (freezer, refrigeration and/or dry storage shelving)

- Dry Ingredients: _____
- Raw product: _____
- Finished product: _____

Note: When processing is completed for the day, renter must remove their equipment from the kitchen or store it in a rented storage space in the kitchen. All stored items must be properly washed and sanitized.

REGULAR FEES AND PAYMENT*

	Space Use	Storage	Deposit & Fees
Business Hours (9am-5pm)	\$25/hour	\$10 fridge/freezer use. All items must be removed at the end of the reserved time. Dry storage is not available.	A valid credit card is required in lieu of a damage deposit. The card will only be charged in the event that damages occur, and a detailed invoice will be provided.
After Hours (5pm-8pm)	\$50/hour	\$10 fridge/freezer use. All items must be	A valid credit card is required in lieu of a

		removed at the end of the reserved time. Dry storage is not available.	damage deposit. The card will only be charged in the event that damages occur, and a detailed invoice will be provided.
8 hours (9am – 5pm)	\$160	\$10 fridge/freezer use. Dry storage is not available.	A valid credit card is required in lieu of a damage deposit. The card will only be charged in the event that damages occur, and a detailed invoice will be provided.
12 hours (9am – 9pm)	\$225	\$10 fridge/freezer use. Dry storage is not available.	A valid credit card is required in lieu of a damage deposit. The card will only be charged in the event that damages occur, and a detailed invoice will be provided.
Weekly	\$300	\$50 fridge, freezer and dry storage up to _____ linear feet.	\$300 cleaning deposit, a fee for keys, credit card on file.
Monthly	\$350	\$50 fridge, freezer and dry storage up to _____ linear feet.	\$300 cleaning deposit, a fee for keys, credit card on file.

*Fees and payment may be altered on a case-by-case basis as determined by the ELHI Board of Directors and will be included as an addendum to this document.

TERMS & CONDITIONS

Property Maintenance and Cleaning:

THE ELHI COMMUNITY CENTER IS A DRUG AND ALCOHOL-FREE ZONE.

There is no alcohol allowed on the premises, including being stored, served or used in preparing food.

Renters accept the current condition of the property and agree to keep the premises at the same or higher level of cleanliness than before they used the facility.

Renters agree to provide their own chemicals, towels, scrubbers/sponges, gloves, etc., and to take any dirty/used towels, scrubbers/sponges, etc., with them when they leave.

Renters who do not clean up the kitchen will be charged a fee of up to \$75 for each occurrence. After 3 occurrences, this agreement may be terminated at the discretion of the ELHI Community Center.

Renters accept that the ELHI Administration reserves the right to dispose of any spoiled food items at their discretion.

Visitors or Deliveries:

No deliveries are permitted to be scheduled at the ELHI Community Center without express written consent from the ELHI Administration and/or ELHI Board.

Health Inspections:

Renters agree to be trained/tested in Food Safety Handling and agrees to maintain their operations and cleanliness standards in keeping with state and local health safety standards. Renters understand that any observations of violations from the health inspector of their operations must be corrected immediately to the satisfaction of the inspector.

Insurance:

The ELHI Community Center keeps an insurance policy for the commissary, but the renter agrees to make no claim for any damages or losses that occur for whatever reason against the ELHI Community Center but agrees to have their own renter's insurance or general liability insurance for their food operation/business. Renters agree to list the ELHI Community Center as additional insured and to provide a copy of the endorsement within 3 days of signing the agreement. Failure to maintain insurance will result in suspension of kitchen access.

Court Costs:

Renters agree to pay all court costs and Attorney's fees incurred by the ELHI Community Center in enforcing any legal action of the ELHI Community Center's other rights under this agreement or any state law. In the event that any portion of this agreement is found to be unenforceable under the law, the remaining provisions shall continue to be valid and subject to enforcement in the courts with no exception. The undersigned renter, by affixing their signatures below do hereby agree to assume all personal responsibility to the ELHI Community Center in the event of default or non-compliance to the renter agreement.

RESPONSIBILITIES OF RENTERS

By renting the commissary kitchen located at the ELHI Community Center, the renter agrees to the following responsibilities:

1. To keep the premises clean and sanitary by:
 - a. Not dumping any grease into any of the sinks
 - b. Removing any garbage or trash after usage to the outdoor dumpster
 - c. Wiping down surfaces, appliances and handles
 - d. Sweeping and mopping
 - e. Leaving no food residue on appliances, shelving, tables, sinks or cookware
 - f. Removing all dirty towels, rags, scrubbers/sponges
 - g. Ensuring all food items are put away properly
2. To report any personal injuries or property damage arising at any time during and/or arising out of or in any way connected with the renter's use or occupancy of the kitchen
3. To sign in and out using the logbook when they use the commissary kitchen with exact times of arrival and departure. Any reporting of incorrect times can be verified by video surveillance and may result in a fine of \$20.00 for each occurrence.
4. To operate any equipment located on the premises in a responsible safe manner and to safeguard any property owned by the ELHI Community Center or other renter from damage, destruction, loss, removal or theft.

5. To turn off all lights, shut off all electronic devices, burners, ovens, fans, faucets, etc and reset the security system if they are the last ones to leave the building. If the renter fails to do so, a fine of up to \$75 for each occurrence may be charged. After 3 occurrences, this agreement may be terminated at the discretion of the ELHI Community Center.
6. To conduct themselves and their employees or volunteers in a manner that will not disturb others. Renters agree to take full responsibility for the actions of anyone they permit on the premises. (No one under the age of 16 are not allowed in the kitchen without prior consent from the ELHI Administration)
7. To be proactive in communicating with the ELHI Community Center Administration any potential or current issues they notice while using the commissary kitchen including but not limited to equipment that is not working properly, any suspicious or potentially hazardous situations in and around the premises, evidence of any pests or damages on the premises.

Please note that any damages incurred by the renter may result in the loss of the renter's deposit. If damages are more than the deposit, the renter may be billed for the cost of the damages.

I have read and agree to abide by all terms and conditions outlined above as well as all federal, state and local laws, codes and regulations. I attest that the information provided in the application is true and accurate and I understand that failure to abide by these terms and conditions may result in revocation or suspension of permission to use the commissary kitchen at the ELHI Community Center.

Renter's Printed Name

Date

Renter's Signature

ELHI Representative's Printed Name

Date

ELHI Representative's Signature

ELHI Board Member's Printed Name

Date

ELHI Board Member's Signature