

# Commissary Kitchen



## Facility

The Carl Gipson Center offers a commercial-grade kitchen. We have commercial electric ranges, flat top stove, steam table, industrial steamer, commercial grade dish washer and a complete dishwashing area, and ice machine. The Center can provide refrigeration while users prepare food, and has carts, pots, pans, bowls, cutting boards, colanders, and other dishes to prepare food. The Center does not provide small wares such as spatulas, scoops, knives, or spoons, and all disposable items are the responsibility of the user.

## Rates & Information

Volunteers of America Western Washington (VOA) offers two options to rent the Carl Gipson Center’s commercial kitchen:

Designation	Scheduling	Quarterly Fees	Hours	Additional Hours	Fees Due
<b>Tier 1</b>	Priority	\$600/quarter	Provides access to 10 hours/month of kitchen use. <i>Note that fee is nonrefundable and applies whether or not hours are used.</i>	\$20.00/hr	2 weeks prior to the beginning of the next quarter.  Q1: January-March Q2: April-June Q3: July-September Q4: October-December
<b>Tier 2</b>	Secondary	\$300/quarter	Provides access to 5 hours/month of consistent use. <i>Note that fee is nonrefundable and applies whether or not hours are used.</i>	\$25.00/hr	

### Requirements for Orientation & Rental:

- Payment for a minimum of one quarter of use.
- VOA Rental Agreement & Copy of Identification (Driver’s License, Passport, etc.).
- Proof of valid **business license**, current **insurance** and a copy of a current **Washington State Food Worker Card**.
- Commissary Agreement through the Snohomish Health District. This may include: floor plan, equipment list, finish schedule, and water/sewer

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- Valid, current credit card on file. User agrees to maintain open credit card account for duration of rental agreement, and notify VOA in the event that credit card changes.

## Payment & Damage Policies

- *Payment:* is due by two weeks prior to the start of the next quarter.
- *Cancellation:* VOA does not refund Commissary Kitchen fees or provide additional kitchen hours. Exceptions may be requested in exceptional circumstances, and can be requested by contacting the Membership & Hospitality Specialist.
- *Prorating:* In the event a business begins in the middle of a quarter, the business may pay a prorated amount for the end of that quarter and in full for the following quarter in order to begin.
- *Damaged or Missing Items:* In the event that VOA staff determine that kitchen equipment or items are missing or damaged, we will notify the user as soon as possible and include a written account of the missing or damaged items as well as an estimated replacement cost. (Note that email is acceptable for this communication). The user has two weeks from the date of communication about the missing or damaged items to submit payment to VOA, after which time VOA may charge the credit card on file. In the event that user does not submit payment and/or credit card transaction is not successful, VOA retains the right to terminate the rental agreement with user and seek legal recourse.

## Scheduling

- *Regular Available Hours:* 1:00-5:00, Monday-Thursday; 8:30AM-12:30PM, Friday & Saturday. Consistent users with track-record of positive use may ask for other hours (ex: mornings, evenings).
- *Priority Scheduling:* is given to Tier 1 users.
- *Monthly scheduling:* must be on a consistent basis (ex: every Tuesday afternoon from 2-5pm).
- *Not using:* In the event that users are not using their scheduled hours, VOA reserves the right to open up those hours to other users to maximize use of the kitchen.
- *Minimum hours per use:* Users must schedule for a minimum of 2 hours per use.

## Refrigeration & Storage

We do not offer refrigeration or food/supply storage to one-time or irregular users. We may work with regular users who regular refrigeration and/or food/supply storage space, at an additional fee to be negotiated.

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## **Food Deliveries**

User may receive deliveries of food and supplies at the Carl Gipson Center during user's scheduled hours, provided user manages all aspects of receiving deliveries and does not prop external doors open unsupervised.

## **Health Department Inspection**

Users may not list the Carl Gipson Center as their primary kitchen for the Snohomish Health Department, and host the required inspection, without the prior approval of the Carl Gipson Center's Membership & Hospitality Specialist, and may not list the Carl Gipson Center as their Commissary Kitchen unless they are under a current contract and in good standing with our Center.

## **How Do I Get Started?**

1. Collect all items in the "Requirements" section above.
2. Make appointment with VOA's Carl Gipson Center Membership & Hospitality Specialist. Bring payment method and requested initial date(s) of rental.
3. Submit "Commissary Agreement" approval from Snohomish Health District to Hospitality Coordinator.

## **Commissary Kitchen Contact:**

Lucia Gallo, Membership & Hospitality Specialist

[lgallo@voaww.org](mailto:lgallo@voaww.org); 425-818-2748