

Commissary Kitchen

THE CARL GIPSON CENTER



RATES & INFORMATION

Volunteers of America Western Washington (VOA) makes the Carl Gipson Center Commissary Kitchen available to licensed partners for rent.

QUARTERLY FEE	KITCHEN BENEFITS	ADDITIONAL HOURS
\$500.00	30 Hours of Kitchen Use/Quarter	Can be purchased for \$15.00/Hr

Payment & Use Policies

- **VOA Commissary Kitchen Agreement Required**
- **Credit Card Authorization Form Required:** VOA only accepts Credit Card as a form of payment for Commissary Kitchen Use.
- **Billing To Occur On 15th of Month Prior to Quarter:** Active partner will be billed on these dates annually: 12/15 for Q1; 3/15 for Q2; 6/15 for Q3; and 8/15 for Q4. If the 15th falls on a weekend, billing to occur on next business day.
- **Scheduling:** VOA schedules the CGC kitchen on a first-come, first-served basis. Requested hours may be emailed to VOA Commissary Kitchen contact, and are available outside of 9am-1:30pm, M-F, during Carl Gipson Center operating hours. Consistent partners may be allowed to use kitchen before our after hours.
- **No Roll Over Policy.** If unused a partner's 30 hrs/quarter do not roll-over to the next quarter.
- **Cancellation of Payment/Use and Refund Policy:** Cancellation must occur in writing to VOA Commissary Kitchen contact and prior to the quarterly billing dates in order to avoid charges. VOA will not issue all or partial refunds to Commissary Kitchen users who have already been billed for a quarter.
- **Failure to Pay Or Adhere to VOA Commissary Kitchen Agreement:** May result in termination of use privileges and notification to Snohomish County Health Department.

Kitchen Storage

May be available upon written request. Fees will be charged quarterly in addition to kitchen use payment.

17"x 47" Shelf Dry storage (hallway) or in walk-in refrigerator or freezer.	\$30/Quarter
27"x 28" 2-Shelf Cabinet User supplies own lock if desired.	\$45/Cabinet/Quarter
Equipment stored in kitchen or closet	\$15 per sq ft/Quarter (ex: 2'x2' footprint=4ft area = \$60/Quarter)