

Round Valley Commons Community Kitchen Use Agreement

The RV Library Commons facility is owned by the Friends of the Round Valley Public Library (Friends), a 501(c)(3) non-profit volunteer organization, whose mission is: “...to maintain and improve the facility and services of our public library and to provide an expanded facility to give opportunities for the development and enhancement of our community and the lives of our residents.”

The Friends reserve the right to deny use of the Community Kitchen to any person, business or group that does not support the mission of the organization.

CONTACT

The Community Kitchen must be reserved for use through the Kitchen Manager:
Blaire AuClair Email: kitchenmanagerFRVPL@gmail.com Phone: 310-428-8857

RESPONSIBLE PARTY

For group use, one person representing a group must be designated the Responsible Party to handle communication and over-all responsibility to the Friends. The Responsible Party must contact the Kitchen Manager to inquire about the availability of the Community Kitchen, to receive approval for use, times of use and to coordinate access and oversight of use. The Kitchen Manager will tour the kitchen with the Responsible Party and establish areas of use and equipment availability. The Responsible Party will be held accountable for following the scheduled times, along with allowing adequate set-up and clean-up.

AVAILABILITY

Generally the kitchen is available 7 days a week, 24 hours/day. It is available for one-time use or repeated regularly scheduled uses. The building will be opened by the Kitchen Manager at the agreed on time, after the Responsible Party arrives at the building and calls the Kitchen Manager. If the Responsible Party or another representative will be late, it is the responsibility of that group/individual to notify the Kitchen Manager ahead of time. When the use of the kitchen is over, the Kitchen Manager will be notified by phone. The Responsible Party or another representative must remain in the building until the Kitchen Manager arrives, to check the condition of the kitchen, check-in items used and to close up.

CANCELLATION POLICY

A 24 hr. notice is required; if not given, there will be a \$25 fee.

RENTAL FEE

The minimum fee is \$26 which covers up to 2 hours of use. Use beyond 2 hours is \$12 hr. with extra minutes counted at the half hour rate of \$6. Over 5 hrs it's \$10/hr. All checks should be made payable to the “Friends of the Round Valley Public Library”. Check should be mailed to: Kitchen Manager, PO Box 1056, Covelo, CA 95428 or given directly to the Kitchen Manager before scheduled use.

CLEANING DEPOSIT

All groups/individuals are required to pay a refundable **\$100 cleaning fee** upon scheduling of the kitchen. It is a requirement of use that the room and all equipment will be left in the same condition as before use, completed before leaving the premises. If clean-up is not adequate the deposit will be retained to pay for cleaning. If a group or individual does not follow through with this requirement, future use of the kitchen will be denied. **An additional deposit of \$50 will be charged for use of small equipment/utensils.** Any damage to the room or equipment will be deducted from the deposits and/or assessed against the user. We request for the deposit be made as a separate check or cash, to be held until check-out, and returned at that time. This will simplify bookkeeping for our volunteer staff.

INSURANCE

Users of the kitchen who are preparing a food product that will be sold, (not including food served on-site) must obtain separate insurance to cover product liability. (Information available from Kitchen Manager). A copy of that policy must be presented to the Kitchen Manager.

ALCOHOL

All events that include serving or selling alcohol are not covered under the county's liability insurance policy on the facility. Those events must be insured separately as a one-time event. Individual groups or persons are responsible for obtaining that insurance from the County of Mendocino, Risk Management, Heather Corell, (707) 463-6535. If you choose to use your own insurance, you must have coverage for \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage and you must contact Risk Management and send them a copy of the coverage. **IF YOU PLAN TO SELL LIQUOR, it can only be obtained by a NON-PROFIT (501c3) entity.** You must apply to the Mendocino County Sheriff's office and you also must obtain a permit from the state ABC office. It takes approximately 4 weeks to obtain this permit. The Kitchen Manager **MUST BE NOTIFIED** and approval given, if you plan to serve or sell liquor. The Friends of the Round Valley Library reserve the right to deny this type of use in the facility.

EQUIPMENT

The Community Kitchen has a variety of equipment and utensils. Except for large unmovable equipment, all equipment is available to be checked out at the beginning of the scheduled rental time from the Kitchen Manager. See "Deposit" for amount due to use equipment. All items must be cleaned after use and will be checked back in by the Kitchen Manager while user is still on premises. No equipment can be taken out of the kitchen. If use includes rental of the patio, lobby or Community Room, equipment can be used there, with permission of the Kitchen Manager. **ANY BROKEN or missing equipment and utensils will be charged to the user. If the cost is over the deposit, renter will be expected to pay the difference within 7 days. Failure to pay will result in loss of ability to rent the kitchen in the future.**

NOT PROVIDED

All users of the kitchen must bring:

- Clean dish clothes
- Hot mits
- Trash bags to remove **ALL** trash and garbage/compost recycling from premises
- All food items
- Special equipment or supplies - check with Kitchen Manager for what is available in the kitchen

CLEANING

The room will be left in exactly the same condition it was found.

- All surfaces and sinks will be cleaned and wiped down with cleaner that is provided and clean rags you provide
- No garbage waste will be left in sinks or sink drains; clean out the floor drains catchment area
- All dishes, equipment and utensils will be cleaned according to Health Dept. regs
- Range and ovens will be wiped down and cleaned of any food
- Floor will be swept and mopped - making sure to get under all counter, work tables and equipment
- Splatters will be cleaned off of walls
- All garbage and trash will be taken by the kitchen user - trash collection is not available on site for community areas.

STORAGE

Storage before or beyond the use of the kitchen is not available due to lack of space. All items must be brought in during use period and taken away at the end of the scheduled time.

PERSONAL ITEMS

Personal items such as jackets, purses, boots etc. are not to be left in the main kitchen areas, per Health Dept. regulations. Hooks are provided in the alcove behind the kitchen fridge. Please keep all personal items in that area.

PARKING

All parking is on street. An unloading pad on the side of the patio, is available only while unloading. No vehicles can be parked or left in the unloading area. Vehicles must be parked on the street once unloading is completed.

TOBACCO AND DRUGS

Per California state law, it is illegal to smoke inside of this facility or within 20 ft. of any entrance to this building. Because it is a seating area, there is no smoking allowed on the patio. Any illegal drug use is prohibited within this building, the full property including the park area, or in the immediate vicinity.

PUBLICITY AND ACCESS

The advertising of any food event that the kitchen is used to prepare, must be done independently by the sponsors of the event. Care must be taken to not show affiliation with the Friends of the Round Valley Public Library or the County of Mendocino Round Valley Public Library, unless either of those entities agrees to sponsor the event.

IMPACT ON OTHER USERS OF BUILDING

Be respectful of other uses of the building. Users are responsible for all behavior, actions and activities of all members of their group. Call 911 in case of any life or property threatening situations.

I/We have read this full agreement and am aware of all responsibilities and requirements for the use of the Community Kitchen in the Round Valley Commons. I/We agree to follow these requirements. If there is any change in the need for the space, I/we will inform the Kitchen Manager as soon as possible. By this signature, I/we take full responsibility for our group or personal event.

Printed Name

Signature

Position in group

Phone Contact

Date

Before rental date, send the following to the address below:

- Agreement for Use - signed
- Cleaning deposit and rent (separate checks preferred for each)

Kitchen Manager
KichenmangerFRVPL@gmail.com
Friends of the Round Valley Public Library
PO Box 1056
Covelo, CA 95428