

Willy Street Co-op Community Room Rental Application

Location (check one): Willy East Willy West Kitchen Use: Yes No

If you plan to use the kitchen, will it be for commercial food production (**Willy West only**)? Yes No

Please note: Willy North does not have space available to rent.

Date of proposed rental: _____ Time: _____ am pm

Contact person: _____

Organization Name or Owner Number: _____

Phone number: (_____) _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Nonprofit or Cooperative organization: No Yes

Description of meeting/event:

If using the kitchen, what will be prepared?

This rental will use the following equipment (check all that apply): Screen Projector Sound system

CO-OP STAFF USE ONLY

DATE RESERVATION WAS FILED: _____ DATE RENTAL/DEPOSIT PAID: _____

TRANSACTION # _____ KITCHEN DEPOSIT CHECK NUMBER: _____

OTHER NOTES: _____

STAFF VERIFIED NONPROFIT OR CO-OP ORG STATUS

WEST KITCHEN ORIENTATION ATTENDED | DATE: _____

CANCELLATION DATE: _____ REFUNDED: YES NO

KITCHEN DEPOSIT RETURNED TO RENTER: YES NO | DATE: _____

*Note: Meeting Space Use: Nonprofit/Cooperative PLU 20500; Individual/For-profit PLU 20600
Non-Commercial Kitchen Use PLU 20801; Non-Commercial Kitchen Use (additional Hour) PLU 20802
Commercial Kitchen Use (4 hour block) PLU 20803; Commercial Kitchen Use (additional hour) PLU 20804*

Rental Agreement and Terms of Use

Reservations must be made at least three weeks in advance with the Owner Resources Coordinator at the store where the organization plans to rent space. Rental privileges may be denied or revoked by Co-op Services Department staff or a Manager on Duty (MOD) for any reason, at any time.

Rental time includes setup, meeting, and cleanup time. We do not prorate fees. Payment and all paperwork are due within five days of making the reservation. Holds on Community Room space will be released if the renter does not pay on time. Cancellations are accepted for full refund if cancelled at least 72 hours in advance. Cancellations requested by the renter after that time are nonrefundable. More than one cancellation in a calendar year will result in suspension of rental privileges.

- **Individual Owners and private groups meeting room use: \$25 per four hours.**
- **Nonprofits and cooperative organizations meeting room use: \$15 per four hours.**
- **Community Room kitchen use (non-commercial): \$40 for 4 hours, additional hours at \$10 per hour. Minimum 4 hours.**
- **Commercial Kitchen use (Willy West only): \$80 for 4 hours, additional hours at \$20 per hour. Minimum 4 hours, this includes set up and clean up.**
- **Kitchen Use: \$100 deposit for non-commercial users; \$100 deposit for commercial use.**
 - Must be issued as a separate check.
 - Held throughout use of room.
 - Return of deposit contingent on satisfactory cleaning checkout with Manager on Duty. Renter is responsible for covering the costs of any and all damage to the Community Room and its equipment and furnishings. If damage is found, the deposit will be applied to the balance for damages due.
 - Includes use of all items and appliances available. Does not include food purchase.

Rentals may occur on weekdays during store hours only.

Capacity is 30 people seated theater style, and less for other seating arrangements. Renters are responsible for setting up the room as well as restoring the room to its original condition.

Renters are responsible for discussing needs and technical specs required with the Owner Resources Coordinator when the reservation is being confirmed. The community rooms at Willy East and Willy West both include folding tables, chairs, and LCD projector. Willy East also includes a projection screen and stereo system. Willy Street Co-op does not have any IT support available for renters, equipment is available as-is.

The meeting rooms are windowed and visible to the general public. Sounds can be heard both inside and outside the rooms. Please keep this in mind when seeking a quiet, uninterrupted, private space.

Renters and attendees may not use the Co-op parking lot. Unauthorized parking lot use may result in vehicles being ticketed and towed.

Renters cannot use areas of the store or equipment outside of the Community Room unless authorized by a Manager on Duty (MOD).

The kitchen in the Willy East Community Room is not commercial-use certified and may not be used to process saleable items. There is no ventilation hood in the Willy East Community Room; therefore, frying foods is prohibited.

Use of the kitchen in the Willy West Community Room requires the Renter to attend a scheduled 30 minute orientation with the Owner Resources Coordinator prior to rental.

Willy Street Co-op has a catering menu for meetings and events, and catering arrangements must be made with our Catering Coordinator at least 48 hours prior to the rental. Contact catering@willystreet.coop or 608-237-1201 for more details.

Renters are not allowed to use or serve alcohol.

Money may not be exchanged at private events. Product demo and sales are not allowed. If a private event requires fees, please discuss needs with the Owner Resources Coordinator when making reservation.

The Co-op does not sponsor, advertise, or include any private rental listings in store advertising, any publications, or online. The views expressed by individuals and groups who hold private events on Co-op property are solely those of the individuals and groups themselves, and do not represent the views of Willy Street Co-op.

All events must be non-discriminatory. Any form of discrimination based on age, race, color, sex, sexual orientation, gender identity, religion or atheism, national or ethnic origin or ancestry, citizenship status, political beliefs, veteran status, handicap/disability, marital status, source of income, arrest record, conviction record, less than honorable discharge, physical appearance, genetic identity, familial status, student status, domestic partner status, receipt of rental assistance, the fact that the person declines to disclose their social security number, homelessness, unemployment status or any other category protected by local, state or federal law is contrary to the principles and policies of Willy Street Co-op.

Renters must check out with the Manager on Duty (MoD) before leaving the building. Tables and chairs must be returned to original setup.

It is the policy of WSGC to prohibit smoking on all Co-op premises in order to provide and maintain a safe and healthy work environment for all employees. The law defines smoking as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind." This also includes e-cigarettes. The smoke-free policy applies to:

- All areas of Co-op buildings.
- All visitors (customers and vendors) to the Co-op premises.
- All contractors and consultants and/or their employees working on the Co-op premises.
- All employees, temporary employees and student interns.

Smoking is permitted in parking lots and designated outdoor break areas only. Butts should be discarded in an appropriate receptacle, not on the ground. Renters who violate the smoking policy will be subject to having their renting privileges revoked.

WSGC is committed to the elimination of illegal drug and/or alcohol use and abuse in the Co-op kitchens. This policy does not prohibit Renter from the lawful use and possession of prescribed medications. Renter and any other persons using the space under the supervision of the Renter are prohibited from: using, possessing, buying, selling, manufacturing or dispensing an illegal drug (this includes possession of drug paraphernalia); and/or being under the influence of alcohol or an illegal drug on Co-op property. Any illegal drugs or drug paraphernalia found on Co-op property will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

For all rentals:

- I have read and understand the Rental Agreement and Terms of Use and agree to the terms.

For kitchen rental:

- I am renting the Willy Street Co-op Kitchen; I have read and initialized the supporting documents pertaining to Liability & Confidentiality, Good Manufacturing Practices, Community Room Kitchen Rules, and Health Reporting Agreement. I understand the rules about health reporting and agree to:
 1. Report symptoms, a diagnosis or exposure to a food or waterborne illness to the Manager on Duty.
 2. Exclusions or restrictions that may be required of me.

Renter, or authorized agent of Renter, signs below to indicate full agreement to all the terms stated in this Rental Agreement and attachments.

PRINT NAME _____

SIGNED _____ DATE _____

Signing on behalf of Renter named above, with authority to fully bind Renter to the terms of this Agreement.

Liability & Confidentiality

Limitation of Liability: Renter agrees that any and all claims involving Willy Street Grocery Co-op (WSGC) are strictly subject to the following limitations:

- **Indemnity Clause:** Renter will further indemnify and hold WSGC harmless from and against any and all liabilities, claims, demands, suits, losses, damages, costs, attorney’s fees and expenses for bodily injury to, or death of any person, or damage to or destruction of any property, caused by any negligent or intentional act or omission on the part of Renter, its officers, employees or former employees. Except WSGC shall not be held harmless for any such liabilities, claims, demands, suits, losses, damages, costs, attorney’s fees and expenses caused by any negligent or intentional act of omission on the part of WSGC, its officers, employees or agents.
- **Business Services:** All Business Services provided by WSGC and/or any officers, staff, or other agents of WSGC are provided solely for the purpose of assisting Renter in the operation of its business. WSGC makes no representations, warranties, or guarantees that the business services provided will result in the success of the Company. Renter acknowledges and agrees that WSGC and any officers, staff, trustees, or other agents of WSGC are not liable to the Renter, its company, or its principal(s) or owner(s) for any damages resulting from the use of or reliance upon the business services provided by WSGC.
- **Liability:** WSGC shall not be liable for any damage to either person or property sustained by the tenant nor by any third party arising in any way out of the Renter’s use, operation, occupancy of WSGC premises, or sale or distribution of any product manufactured on the premises. The Renters covenant and agree to indemnify, defend, and hold harmless WSGC and its employees from all claims, costs, and liability arising from or in connection with damages, injuries to persons (including death), or property in, upon or about WSGC premises, or any portions thereof, or resulting from the sale, distribution, and use of any product manufactured by the Renter on WSGC premises. Except WSGC shall not be held harmless for any such liabilities, claims, demands, suits, losses, damages, costs, attorney’s fees and expenses caused by any negligent or intentional act of omission on the part of WSGC, its officers, employees or agents.
- **Confidentiality:** WSGC acknowledges that Renter’s use of the property may involve the use of recipes, techniques, sources of ingredients, financial and business records or other information that is owned and used exclusively by the Renter that may constitute trade secrets of proprietary knowledge that must remain confidential of the protection of the Renter’s business (“Confidential Information”). Renter acknowledges and agrees that Renter is responsible for maintaining the confidentiality of the Renter’s trade secrets of proprietary knowledge, WSGC shall not be liable for the Renter’s Confidential Information.

RENTER’S INITIALS _____ I have read and understand the Liability & Confidentiality document, and agree to be bound by and to follow the requirements stated above.

Good Manufacturing Practices

All Kitchen Renters will receive a copy of the current Good Manufacturing Rules (GMP) rules. In addition, all Kitchen Renters will have carefully read and understood the following guideline. A signed copy will be kept on file.

1. Personal cleanliness is maintained by individuals and good hygiene practices are followed.
2. Outer garments must be clean and suitable for operations. They can contribute to product contaminations so must be laundered regularly. If an outer garment becomes soiled during operations, it must be replaced with a clean outer garment.
3. Individuals appearing to have an illness or open cut/wound are excluded from any operation in which they would prepare or come into contact with food products, packing or contact surface until said condition is corrected. Any wound must be cleaned and covered with an approved bandage when it is open and/or infected.
4. Individuals must wash their hands when entering food-processing areas, after absence from the workstation, when changing job assignments, and when their hands may have become soiled or contaminated.
5. Individuals have a separate area away from the processing areas for storing their personal items. This area is kept in a neat and clean condition and is well-maintained.
6. Individuals must cover breasts, buttocks, and genitals. Open-toed shoes are not permitted in any food processing area.
7. All doors are to be closed and locked unless they are in use.
8. Cleaning products are supplied by WSGC. Bringing in cleaning products and/or chemicals is prohibited.

If Renter is processing food for commercial use and sale, the following rules also apply:

1. No jewelry, other than plain wedding bands, is allowed. Other objects that might contaminate product, such as artificial nails or false eyelashes, are not allowed. Objects such as pens, thermometers, etc., that might fall into food equipment or containers shall not be carried above the waist.
2. Hairnets must be properly worn in food processing areas. Facial hair covers must be used by anyone with visible facial hair.
3. Disposable gloves are to be worn when there will be any hand contact with ready-to-eat foods. Gloves must be disposed of any time that the Renter leaves their immediate work area. Hands must be washed and a new pair of gloves put on upon re-entering the work area. Also, Renter must start with fresh gloves when changing tasks that could result in contamination of food products.
4. Eating, chewing gum, and drinking are confined to outside the processing areas.

RENTER'S INITIALS _____ I have read and understand the Good Manufacturing Practices document, and agree to fully comply with these practices while using WSGC facilities.

Willy Street Co-op Community Room Kitchen Rules

- Anyone 17 years of age or under must be under the supervision of an adult at all times.
- Clean and sanitize all food contact surfaces prior to starting work and after work. Bleach, sanitizing buckets, bleach test strips, and instructions for mixing the sanitizing solution will be provided. Sanitizing solution must be prepared according to the pre-established formula.
- Wipe up spills right away and clean and sanitize food contact surfaces.
- Clean used equipment by following cleaning instructions provided.
- Individuals who are sick or exhibit symptoms of illness (including vomiting, diarrhea, fever and skin infections) are not allowed in the kitchen until 24-48 hours after their last symptom.
- All injuries must be reported to the Manager on Duty (MOD) and a report form must be filled out.
- Only authorized, pre-approved processing activities may be conducted.

If renting for commercial production, the following rules also apply:

- No one under the age of 14 is allowed in the facility to do commercial production. Renter is responsible for following state and federal child labor laws.
- Before leaving, Renters must place their trash and recyclables in the appropriate receptacles in the Community Room. Boxes must be broken down and placed near the recycling bin. If you need more space for trash and recyclables, please consult a Manager on Duty.
- Renters must bring their own apron(s). A clean, washable apron is to be worn at all times in the processing area. Apron must be removed before leaving the processing area. All clothing must be clean.
- Doors must be closed during production.
- Renter must schedule an orientation before date of first rental. Renter is responsible for training anyone else in their group who will be using equipment in the kitchen during the rental.

RENTER'S INITIALS _____ I have read and understand the Willy Street Co-op Community Room Kitchen Rules document, and agree to fully comply with these practices while using WSGC facilities.

Health Reporting Agreement

Renter must report to Owner Resources Coordinator or Manager on Duty if they have these symptoms:

- Diarrhea
- Vomiting
- Sore throat with fever
- Jaundice (yellowing of the skin and eyes)
- Sores with pus on the hands, wrist or uncovered party of the arm

Renter must report to Owner Resources Coordinator or Manager on Duty if they are diagnosed with:

- Norovirus
- Hepatitis A
- Shigella
- Salmonella
- E. coli
- Or other illnesses from food or water

Renter must also report to Owner Resources Coordinator or Manager on Duty:

If they have been diagnosed with Salmonella typhi (Typhoid Fever) and received no antibiotic treatment within the last 3 months.

If they have been exposed to Norovirus, E. coli, Shigella, Salmonella typhi, or Hepatitis A by:

- Eating or preparing food and/or beverages that are part of an outbreak
- Being the suspected source in an outbreak
- Living with a person that has been diagnosed with one of the above illnesses

RENTER'S INITIALS _____ I have read and understand the Health Reporting Agreement document and agree to fully comply with these practices while using WSGC facilities.