

# Willy Street Co-op Community Room Rental Application

Kitchen Use: ☐Yes ☐No

If you plan to use the kitchen, will it be for commercial food production? ☐Yes ☐No

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:

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If using the kitchen, what will be prepared?

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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 # \_\_\_\_\_

OTHER NOTES: \_\_\_\_\_

☐STAFF VERIFIED NONPROFIT OR CO-OP ORG STATUS

☐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 Customer Experience Department staff or a Lead on Duty (LOD) 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 a full refund if canceled at least 7 calendar days in advance. Cancellations requested by the renter after that time are nonrefundable. More than one cancellation in a calendar year will result in the suspension of rental privileges.

- **Individuals 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.**
  - Held throughout the use of the room.
  - Return of deposit contingent on satisfactory cleaning checkout with Lead 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 purchases.

## **Special Note for Monthly Freezer and/or Refrigerator Space:**

- **Cost: \$25/month; this includes the following:**
- Up to 2 selves (23x23 inches in size) of cooling units which include Refrigerator, Freezer, or combination of units.
- Monthly pick-up and drop-off times must be agreed upon prior with the Owner Resources Coordinator.
- **Currently, there is NO Deposit Required.** If rented shelf assets are tampered with, broken, and/or altered negatively from their original condition when rented, we will not rent to the organization and/or person in the future.

**Rentals may occur 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 Room includes folding tables, chairs, and TV screen with HDMI or Google Hub connections.

**\*\*\*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 cannot use areas of the store or equipment outside of the Community Room unless authorized by**

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**a Lead on Duty (LOD).**

**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.**

**Renters are not allowed to use or serve alcohol.**

**Money may not be exchanged at private events. Product demos and sales are not allowed.** If a private event requires fees, please discuss needs with the Owner Resources Coordinator when making a 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 Lead on Duty (LOD) before leaving the building.** Tables and chairs must be returned to the original setup and the floor must be swept. Kitchen wares must be cleaned, sanitized, and put back where they were found upon entry to the room. No food or materials can be left in the kitchen.

**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 Lead 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 or 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 or 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 Practices (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.
5. **Rental privileges may be denied or revoked by Customer Experience Department staff or a Lead on Duty (LOD) for any reason, at any time.**

**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 Lead on Duty (LOD) 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 Lead 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 part of the arm

**Renter must report to Owner Resources Coordinator or Lead 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 Lead 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.**



# General Use Exit Checklist

- ☐ Space is cleared of all Renter materials.
- ☐ All tables and chairs must be wiped off and cleaned of any spills or food residue.
- ☐ All tables, chairs, and equipment are returned to their original places.
- ☐ All trash must be placed in the provided containers.
- ☐ All recycling and cardboard boxes must be broken down and placed in the recycling containers.
- ☐ Floors swept.
- ☐ Please list any items Co-op staff need to address due to a broken or poor condition. Please know you may be contacted by Co-op staff to follow up with questions.:

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

- ☐ Any input you would like to provide to improve the space?

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Renter Signature: \_\_\_\_\_

Date of Use: \_\_\_\_\_

## Kitchen Use Exit Checklist

- ☐ Space is removed of all Renter materials unless additional storage space is rented.
- ☐ All equipment must be left where found and must be cleaned/washed to standards as shown by Co-op staff prior to rental.
- ☐ All tables and chairs must be wiped off and cleaned of any spills or food residue.
- ☐ All trash must be placed in the provided containers.
- ☐ All recycling and cardboard boxes must be broken down and placed in the recycling containers.
- ☐ Verify that the oven is turned off.
- ☐ Drain water in sanitizer and turn off. Leave door in upright position.
- ☐ Verify that hood lights/fan are turned off.
- ☐ Please list any items Co-op staff needs to address due to a broken or poor condition . Please know you may be contacted by Co-op staff to follow up with questions.:
- ☐ All dirty towels can be left together on countertop or kitchen island

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

- ☐ Any input you would like to provide to improve the space?

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Renter Signature: \_\_\_\_\_

Date of Use: \_\_\_\_\_