



Oneota Co-op Kitchen Classroom Contract

Thank you for considering the Oneota Co-op Kitchen Classroom for your event. The Kitchen Classroom is located conveniently next to the Co-op on Water Street in downtown Decorah, IA. The short-term use of the Kitchen Classroom, by community member(s) and member-owner(s) is available for a fee as long as that use meets the requirements set forth below in this contract, and the Kitchen Classroom is not otherwise reserved. To make a reservation or for information about scheduling, please contact the Marketing Department, (563) 382-4666 or kitchenclassroom@oneotacoop.com.

The guidelines below must be followed to ensure the continued availability of the space.

Making Reservations:

- The community member or Co-op member-owner who reserves the Kitchen Classroom is the “Lessee” under this contract, and the Oneota Co-op is the “Lessor.”
- The Lessee must be present for the duration of the use of the Kitchen Classroom and shall be responsible to ensure compliance with all of the terms of this rental contract.
- Reservations are accepted on a first come, first served basis.
- Reservations must be made a minimum of 7 days in advance.
- The Kitchen Classroom may be reserved only for hours the Oneota Co-op is open for business. (Monday-Saturday 8:00 am – 8:30 pm, Sunday 10:00 am – 7:00 pm)
- Activities involving smoking, use of any illegal substances, and/or illegal conduct are strictly prohibited.
- A deposit of \$10 is required to save event date and time.
- NO DEPOSIT REFUNDS WILL BE GIVEN FOR RESERVATIONS CANCELED WITH LESS THAN 48 HOURS NOTICE.

Equipment Available – all equipment must remain in the Kitchen Classroom, and Lessee shall be responsible to ensure its proper use, cleaning, and undamaged return to the care of the Lessor, ordinary wear and tear excepted:

- | | |
|---------------------------------------------|--------------------------------------------|
| • Refrigerator/Freezer | • Plates, silverware, glassware |
| • 5-burner induction cooktop | • Aprons available (additional charge) |
| • (6) individual portable induction burners | • (6) 2 ½ x 4 ft. Stainless steel tables |
| • (2) convection/conventional wall ovens | • (24) metal stools |
| • Dishwasher | • WiFi access with password |
| • Vitamix blender | • Projector and Screen (additional charge) |
| • Cuisinart Food Processor | • White board easel |
| • Standard kitchen utensils/knives/tools | • Kitchen Aid Stand Mixer |

Decorating:

- The use of an easily removable scotch or masking tape is permitted on surfaces. Duct tape, electrical tape, packaging tape, and the use of pins, nails, screws and hooks on any surface are strictly prohibited. 3M removable strips are also permitted, if removed without damaging any surface – including walls and windows.
- Pre-approval by Oneota Co-op Staff of all decorations is required.

Cleaning:

- Kitchen must be reset to original state after event.
- Dishes are to be washed and placed in dishwasher. Once full, dishwasher will be started. All other dishes must be rinsed of food and placed in gray bus tub.
- Kitchen sinks will be wiped down and left clean.
- Garbage disposal will be run with ample water.
- Leftover food will be taken home or disposed of properly - not left in the refrigerator.
- Floors must be swept. Broom and dustpan provided.
- All tables and chairs must be wiped down and dried.
- Garbage must be tied and placed in dumpster in back of the Co-op. Oneota Co-op will remove recyclable materials segregated for recycling.
- Failure to leave the kitchen clean after your event will result in a charge of \$20 per hour for cleaning services.
- Individuals and groups reserving the Kitchen Classroom accept full responsibility for care of the Classroom and its contents and will be held liable for any damage caused to Oneota Co-op property.

Food and Drink:

- Outside food and drink may be utilized; however we encourage and appreciate your business at the Co-op through shopping for ingredients or enjoying the fresh selections at the Co-op and our in-house Deli. Your use of this space as well as any purchases through the Co-op enables us to keep this space available for the community.
- The consumption of beer and wine are permitted in the Kitchen Classroom only. Lessee shall be responsible to ensure that all State of Iowa laws regarding such consumption, including those regarding legal drinking age, are observed, and shall indemnify the Lessor for costs incurred by Lessor associated with violations.

Rates: (Includes 4 hours of rental time. Additional hourly pricing beyond the initial 4 hours outlined below.)

Level One – Includes use of space, tables, chairs, restroom, refrigerator, freezer, sink.

- Community member: \$50 (each additional hour \$15)
- Co-op Member/Owner: \$30 (each additional hour \$10)

Level Two – Includes all items listed in Level One plus optional use of all kitchen equipment.

- Community member: \$80 (each additional hour \$25)
- Co-op Member/Owner: \$60 (each additional hour \$20)

Level Three – Includes all items listed in Level One and Two, plus the use of a staff member for teaching purposes.

- Community member: \$80 plus additional \$30/hr for staff member
 - (each additional hour \$25/hr space rental – plus \$30/hr for staff member)
- Co-op Member/Owner: \$60 plus additional \$20/hr for staff member
 - (each additional hour \$20/hr space rental – plus \$30/hr for staff member)
- Additional planning/prep time by staff figured at \$30/hr rate.
- Ingredients and other class supplies are not included in these charges

Note: Please inquire about negotiable rates for low-income and non-profit entities.

For staff use only:

Date Reservation Received: _____ Staff Initials: _____

Classroom Rental PLU# 9100

Deposit received: \$ _____ Date: _____ Check# _____ Credit Card Cash

NAME ON CREDIT CARD: _____

****CASHIER - PLEASE ATTACH COPY OF PAYMENT RECEIPT TO THIS FORM.****

Additional equipment requests:

Projector/Screen: \$10.00 member/owner

\$20.00 community

Aprons: \$1.50 member/owner each

\$2.50 community each

NUMBER OF APRONS REQUESTED: _____

NUMBER OF APRONS USED: _____

TOTAL USAGE FEE (minus deposit): _____

Classroom Rental PLU# 9100

Balance Payment: \$ _____ Date: _____ Check# _____ Credit Card Cash

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EVENT NOTES: