



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 Oneota Co-op Marketing Department at marketing@oneotacoop.com or (563) 382-4666.

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

MAKING RESERVATIONS

- The community member or Co-op member-owner (individual or an organization) 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 14 days in advance.
- The Kitchen Classroom may be reserved only for hours the Oneota Co-op is open for business. (9 a.m. to 8 p.m. daily) Limited availability may occur surrounding holidays as well; please email marketing@oneotacoop.com for details.
- Activities involving smoking, use of any illegal substances, and/or illegal conduct are strictly prohibited.
- A deposit in the amount of the first hour of chosen rental is required to save the event date and time. Payment types accepted include: cash, check, credit card, debit card.
- Full balance of rental must be paid on the day of rental.
- 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 and freezer
- 5-burner induction cooktop
- (6) individual portable induction burners
- (2) convection/conventional wall ovens
- Dishwasher (pre-approved use required)
- Cuisinart Food Processor
- Immersion Blender

- Assorted kitchen utensils/knives/tools
- Assorted glass and metal mixing bowls
- Assorted stainless steel cookware
- Plates, silverware, glassware
- (6) 2 ½ x 4 ft. Stainless steel tables
- (24) stools
- WiFi access with password
- Kitchenaid Stand Mixer
- Projector
- Screen

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 its original state after the event.
- Any dishware, glassware, silverware, or other equipment used must be hand-washed, dried, and put away. (Dishwasher use must be pre-approved by the Co-op.)
- 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 dust pan provided. Mopping is welcome but not required.
- All tables and chairs must be wiped down and dried.
- Garbage must be tied and placed in the 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 \$30 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 Oneota Co-op 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.
- Alcohol consumption (limited to beer and wine) is allowed in the Co-op Kitchen Classroom space. 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

- **Level One**
Includes use of space, tables, chairs, restroom, refrigerator, freezer, sink, dishware, silverware, projector, screen.
 - Community member: \$30/hr
 - Co-op Member/Owner: \$20/hr
- **Level Two**
Includes all items listed in Level One plus optional use of any appliances.
 - Community member: \$40/hr
 - Co-op Member/Owner: \$30/hr
- NOTE: Please inquire about special rates for low-income entities.

ADVERTISING AND SALES

- The Co-op Kitchen Classroom may not be used for commercial purposes (food product created for resale).
- The Oneota Community Co-op reserves the right to deny use of the Co-op Kitchen Classroom for the sale or promotion of products that compete directly with our own.
- Permission to use the Co-op Kitchen Classroom does not imply sponsorship or endorsement by the Oneota Co-op, its staff, member/owners or board of directors.
- Any public announcements regarding events not co-sponsored by the Oneota Community Co-op must include the following disclaimer: "Independent event not affiliated with Oneota Community Co-op."
- The Oneota Community Co-op does not co-sponsor or advertise Co-op Kitchen Classroom activities with regard to religious or political affiliation or the sale of competing products.

INDEMNITY AND HOLD HARMLESS AGREEMENT:

The Lessee acknowledges that use of a kitchen and its equipment involves risks including the risk of burning from hot cook-tops, burners, and ovens, the risk of burning from spilled hot liquids, the risk of injury from knives and sharp objects, the risk of electrocution from improper use of electrical equipment, and other risks. As additional consideration for the use of the Kitchen Classroom and associated equipment, the undersigned Lessee does hereby assume the risk of Lessee's use of the Kitchen Classroom and equipment, and does hereby indemnify the Oneota Co-op and its employees from any and all liability, loss or damage the Oneota Co-op or its employees may suffer as a result of claims, demands, costs, or judgments against it arising out of Lessor's granting Lessee the use of the Kitchen Classroom and its equipment pursuant to this agreement.

I have read and agree to the above Indemnity and Hold Harmless agreement, guidelines for use of the Oneota Co-op Kitchen Classroom and its associated equipment, and the terms of this Agreement. I also agree to the above listed guidelines in exchange for using the Co-op Kitchen Classroom at the rate specified.

Printed Name of Lessee: _____

Signature of Lessee: _____ Date: _____

Organization/Group Reserving: _____

Event Being Held: _____

Reservation Date: _____

Event Begin Time: _____ Event End Time: _____

Will food be served? (Circle one) Yes No

Will alcohol be served? (Circle one) Yes No

Contact Name: _____ Phone Number: _____

Level of Usage Requested: _____

FOR STAFF USE ONLY:

Date Reservation Received: _____ Staff Initials: _____

Deposit received: \$ _____ Date: _____

Form of payment (circle) Check Credit Card Cash

NAME ON CREDIT CARD: _____

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

Balance Payment: \$ _____ Date: _____

Form of payment (circle) Check Credit Card Cash

NAME ON CREDIT CARD: _____

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

EVENT NOTES: