



540 NE Hwy. 101/PO Box 752
Lincoln City, Or. 97367 * 541-994-9994
www.lincolncity-culturalcenter.org

Kitchen Rental Rates and Policies January 10, 2018

Kitchen is available for rent from 6 am to 9 pm, seven days a week.
Reservations must be made in advance. Utility costs are included.

Please be advised that this kitchen is part of a multi-use facility, with tenants pursuing all sorts of artistic and cultural activities throughout the day. Flexible, friendly co-operation is the key to our success.

Our kitchen is 436 square feet, located in the lower level of the historic Delake School building, 540 NE Hwy. 101 in the heart of Lincoln City. This former cafeteria kitchen has been upgraded with new appliances, intake/exhaust and fire suppression equipment.

Kitchen rental includes:

- Six-burner range and oven
- Double-stack convection oven
- Stainless steel prep table and maple baker's table
- Three compartment sink, handwashing sink and basic cleaning supplies
- Rolling shelving units
- Kitchen Aid mixer, blender, food processor and miscellaneous small wares
- Utilities, linen service and recycling/garbage service

One-Time Use

In conjunction with a rental event held elsewhere in the LCCC
Cleaning and damage deposit (refundable) \$35.00

Monday-Friday

HALF DAY (Up to 4 hours) \$50

FULL DAY (Up to 8 hours) \$75

After-hours charges may apply

Saturday-Sunday

HALF DAY (Up to 4 hours) \$75

FULL DAY (Up to 8 hours) \$100

All Other Uses

Current members of the Lincoln City Farmers & Crafters Market will receive a 25% discount on rental fees, and priority scheduling whenever possible. All kitchen users must reserve time in advance to avoid double-booking (see policies below).

Hours per month	Hourly Charge	Monthly Cost Range
1 to 9 hours	\$18	\$18- \$162
10 to 20 hours	\$17	\$170 - \$340
21 to 30 hours	\$16	\$336 - \$480
31 to 40 hours	\$15	\$465 - \$600
41 to 60 hours	\$14	\$574 - \$840
61 to 80 hours	\$13	\$793 – \$1010
81 to 100 hours	\$12	\$972 - \$1200

Other fees not included in hourly rate

Refrigerator: \$5 per shelf, per month

Additional shelving unit: \$2.00 per shelf per month

Freezer space not provided

Hours will be billed on the first day of the month for the previous month. Bills will be payable by the 10th of the month.

Background & Mission

Lincoln City Cultural Center is a non-profit 501-C3 organization which supports the arts and culture of Lincoln City. This kitchen was created to help the LCCC further its mission by enabling safe, affordable food service at cultural arts events and community gatherings held here. We are also dedicated to strengthening the local food economy and to further local food resiliency by assisting established and aspiring food entrepreneurs in our community.

Kitchen Cleaning Policy

A kitchen cleaning checklist will be available for use by all tenants to help guide and monitor cleaning and sanitation. All kitchen tenants should expect to enter an organized, clean and sanitized environment each time they enter the space to begin work. As such, it follows that all tenants should expect to also spend an appropriate amount of time (minimum of half an hour or more) at the end of their scheduled kitchen use time to clean and leave it in excellent condition for the next tenant.

Linen service and standard cleaning supplies will be provided by LCCC. Please inform the kitchen manager if supplies need replenishment, or if you have particular requests or recommendations for cleaning supplies.

The kitchen is subject to regular inspections by the County Department of Environmental Health. Commercial cleaning will be performed periodically. The Kitchen Manager will determine the frequency needed, and commercial cleaning **does not substitute** for individual daily cleaning.

Other Regulations, Policies, Rules, & Procedures

1. All users must have Oregon Food Handler's cards, which shall be posted on the cork board during their kitchen use. All users must follow state guidelines for sanitation, health, and safety while using the kitchen.
2. All users must wear clean clothing and shoes (no open-toed shoes), and must remove all loose jewelry and rings before handling any foods. Hair must be restrained (hair nets are recommended).
3. All users are required to double-wash their hands with soap and water before starting to work, and after each absence from the work area and after the use of the restroom. Users must wash hands frequently, and after any time their hands may have become contaminated. Dry hands with paper towel.
4. No person afflicted with an open cut, infected wound, boil, or communicable disease may work in any capacity in the kitchen.
5. No smoking or vaping is allowed anywhere in the building or within 10 feet of any opening (windows and doors).
6. No animals are permitted in the kitchen area.
7. Users must wipe up spills right away, clean and sanitize surfaces as needed during use and after production is completed.
8. No pesticides, hazardous materials, or harsh detergents may be used when preparing food products in the kitchen.
9. Clean up floors and mop up floor spills as needed during use and when production is completed.
10. Break down and recycle all boxes, empty containers, bags, and wrappers and dump garbage in outside dumpster.

Kitchen Orientation, Equipment, and Safety

All tenants and their staff who use the kitchen will need to have a kitchen orientation with the Kitchen Manager prior to using the space. Additionally, all users must provide a current copy of their Oregon Food Handler's card. These are easily obtained through the Lincoln County Environmental Health Department in Newport. You can find additional information or obtain a card on their website at www.orfoodhandlers.com. There is a copy of the Food Handler's Manual available in the kitchen for review and study.

Application Process

Request an application from the Kitchen Manager at 541-994-9994 or write to scheduler@lincolncity-culturalcenter.org. Potential kitchen users will be asked to fill out the application, and schedule an interview with the Kitchen Manager. Decisions will be based upon the needs of the potential tenant, and the current usage of the kitchen. If approved, ongoing use tenants will be expected to provide \$1,000,000 liability insurance coverage, with Lincoln City Cultural Center named as additionally insured. Tenants are responsible for obtaining the licenses needed to produce their desired products, and to furnish a copy of those licenses for the LCCC. All tenants and their staff will need to provide current copies of Oregon Food Handler's cards and complete a kitchen orientation with the Kitchen Manager. Tenants will also be asked to sign a lease agreement and pay a \$150 deposit, which will be held in case of negligence, equipment damage, or late rental payment.

Scheduling Priority and Conditions

The LCCC Kitchen was designed to be used for one-time functions, such as community dinners and receptions, as well as by regular food-related businesses. Scheduling these users will be at the discretion of the Kitchen Manager, with highest priority given to LCCC-sponsored functions, and second-highest priority afforded to Farmers Market vendors. Multiple tenants may share the space if appropriate; this will be pre-arranged by the Kitchen Manager with each tenant as necessary. The work schedule in the kitchen is on a first-come, first-served basis. All scheduler reservations are subject to approval by the Kitchen Manager. Arbitration by the Kitchen Manager is final. A time sheet system will be used to sign in and out of the kitchen to accurately track the time of each user. Tenants should allocate extra time at the beginning and end of their scheduled usage times for set up and clean up. If other tenants are scheduled to use the space and a previous tenant has not finished their clean up before the next tenant arrives to begin work, there may be an additional \$10 fee assessed for each

¼ hour overage. Tenants should inform the Kitchen Manager if an unwanted overlap has occurred. Equipment failure or facility issues that compromise production should be reported to the Kitchen Manager immediately. A maintenance log will be available to tenants to record maintenance and stocking needs if the Kitchen Manager is not immediately available.

Kitchen and Building Access

The LCCC is open to the public from 10 am to 4 pm in the winter, and from 10 am to 5 pm in the summer (Memorial Day to Labor Day). The kitchen will be available for tenant use 15 hours a day from 6 am to 9 pm; however, use after hours may require the use of a building key and security system code (and the training to use them). Please advise the Kitchen Manager if you plan to use the kitchen after hours.