



grace
CHURCH
EPISCOPAL

**Kitchen Rental Agreement
For caterers, bakers, incubator kitchen use
Grace Church**

Business Name:

Owner Name(s):

Address:

Phone Number:

Email:

Contact for Scheduling and Issues:

Grace Church – Episcopal of Yukon Inc.

Vicar's Name: Fr. Tim Baer

Address: 600 N. Mustang Rd, Yukon, OK, 73099

Phone Number: 405-354-7277 (office) 405-494-0399 (cell)

Email: tim@graceyukon.org

Contact for Scheduling and Issues: Fr. Tim above

Building Use Agreement:

This Agreement is between Grace Church – Episcopal of Yukon Inc. and

_____.

_____ rents Grace Church's kitchen for cooking and food preparation. Employees of _____ working in Grace Church's facility must pass a criminal and sex-offender registry background check processed by Grace Church – Episcopal of Yukon and paid for by _____.

Rental includes access to: exterior doors, kitchen, and restrooms. Rental includes usage of: cook prep area, flat top grill, range/oven, food warmers, sinks, dish pit, utensils and cook ware. Use of designated cooler is available for preparation.

_____ employees will thoroughly clean the areas of the kitchen they use every day. All dishes will be cleaned in the three-chamber sink or dish machine, dried and returned to their shelves. Towels will be washed and dried. Floor will be swept and any major spills mopped by _____ employees.

Hours of Rental & Scheduling:

Kitchen Rental will be done at least one week (preferably more) in advance through Gina Carlisle or Fr. Tim. Day by day or more rental agreements are possible.

Occasionally, and unexpectedly, funerals are held at Grace Church. At many funerals, Grace Church provides light refreshments and food prep space would need to be accommodated. This is never a full meal, so only light usage is required, and it should not affect _____'s operations, but flexibility of shared space would be necessary. Employees should keep their voices to a reasonable level during funerals and receptions, and keep the doors to the kitchen closed.

Rental Fee:

Full Day Rental: \$110
Half-Day (4 hours): \$60

Rent includes utilities and cleaning supplies – for dish pit, hand wash machines, cleaning spray, etc. – which are paid by Grace Church – Episcopal.

_____ is responsible for taking care of Grace Church's equipment and is responsible to replace or repair any equipment or materials damaged by their employees.

Rental Term:

Case by case events.

Insurance & Liability:

_____ must add Grace Church's location as an additional insured on their general liability insurance policy of at least \$1,000,000. Documentation of this liability coverage, as well as, workers compensation coverage must be delivered to Grace Church before the start of the rental term.

Issues & Disputes:

Should any issues arise around cleanliness, scheduling, maintaining equipment (by either party), sharing space, or any other disputes, the contacts for "Scheduling and Issues" listed at the top of the agreement should be in touch with one another quickly and work to address the issue. The owners may be brought in at any time if not resolved.

_____ Signed & Dated:

Grace Church Episcopal Signed & Dated: _____