



Grayson Agriculture & Technical Education (GATE) Center

122 Davis St, Independence, VA 24348

Phone: 276-773-2471 or 276-768-8162 E-Mail: roberts@graysoncountyva.gov

FACILITY USE REQUEST FORM

Organization: _____ Contact Person: _____
 Billing Address: _____ City/State/Zip: _____
 Phone No.: _____ Email Address: _____

Event: _____

Date(s): _____

Time: _____ *From:* _____ *To:* _____ No. of People: _____ Serving Meals/
 Refreshments?: _____

Area Requested: Fees and application must be approved PRIOR to being placed on the calendar for occupancy use.

Large Conference Room (up to 60 people)

Small Conference Room (up to 10 people)

Commercial Kitchen (non-commercial use/educational use) * *A ServSafe certified recipient must be present when always working in the kitchen or a health department permit may be applicable.*

Commercial Kitchen (commercial/for-profit use) *The applicant using the kitchen must submit a copy of ServSafe certification and/or licensure as a certified Chef.*

Outdoor event: _____ area (Courtyard and/or Deck)

*Use of the Commercial Kitchen for non-commercial or educational purposes must be approved by GATE Center Facility Manager or Grayson County Administration. Examples of such uses include preparation of refreshments for a training, canning or food preparation for home use, cooking classes, and others. A mandatory kitchen orientation will be conducted for first time users, and a user agreement must be signed to use the Commercial Kitchen. **NO outside PREPARED FOOD is allowed in the Commercial Kitchen area at any time anywhere. The conference room is equipped for these items only.**

Items requesting to
 use in the
 Commercial
 Kitchen:

Signature of Requestor: _____ Date: _____

* * * * *
Office Use Only Signature acknowledges receipt and acceptance of Facility
 Guidelines Agreement

Approved By: _____ Date: _____

Conference Room Fee: _____ Kitchen Fee: _____

Additional Staff Needed: Y N **Please Read Carefully the information below to assist you with the understanding of the use of the facility.**

GATE Center General Use Agreement

Reservations

1. Event bookings are considered **TENTATIVE until we receive the signed *Facility Use Request Form*, and all fees are paid and approved.**
2. **Facilities are available by appointment only.**

Publicity

3. Please use the correct name and location of the facility (as applicable) in advertising, press releases, or notices:
 GATE Center - 122 Davis St., Independence, VA 24348

Liability

4. Damages to the facility **will be the responsibility** of the individual/organization hosting the event to the extent caused by the acts or omissions of the requesting individual or requesting organization's agents or employees.

Restrictions

5. Exit doors must not be blocked.
6. No materials of any kind should be affixed to the walls
7. No tobacco products, alcohol, marijuana, illegal substances, or weapons are allowed in the building.
8. No animals are allowed in the building or near or outside the doors.
9. Only power strips with surge protection are to be used in the facility.
10. **No outside prepared foods are allowed in the commercial kitchen at any time anywhere.**

Departure

11. **Rooms should be left clean and orderly.** Extra plastic bags are available by request for use in disposing of excessive trash. The person renting the facility is responsible for cleaning the areas they have rented.
12. Furnishings, such as tables and chairs, **must be returned to their original configuration.**
13. Trash is to be taken **OUTSIDE** not left in a bag inside the building.

Cancellations

14. If cancellation is necessary, please notify us as soon as possible.
15. **Failure to return the signed *Facility Use Request Form* does not automatically cancel a tentatively scheduled event.** The need to cancel should be communicated directly with the facility.

Conference Room Use Agreement

Audio/Visual

1. Technical assistance is not immediately available on-site. Facility users should arrange a brief orientation to the conference room equipment prior to hosting an event where audio/visual technology will be required.
2. If audio/visual technical assistance on site is required, those arrangements must be reserved in advance.
3. Wireless internet capability is accessible in most indoor and outdoor areas via the Grayson County guest wireless network (GC-WIFI-GUEST). Users are encouraged to determine wireless connectivity needs in advance of a scheduled event where wireless access is required.
4. Materials of any kind should **not** be attached to the walls. The facility has an electronic white board that is available for use. If the requestor prefers flip charts, flip chart stands, and paper must be provided by the user.

Food and Beverages

5. Food and beverages are permitted in the conference room; however, requestors must specify that need in the Facility Use Request Form. Waste receptacles are provided. Users must place trash in dumpster following use OUTSIDE.
6. Catering services and/or janitorial services are NOT provided on site. A coffee cart is available for an additional fee.
7. **Third-party caterers secured by the requestor, who wishes to use the commercial kitchen, MUST COMPLETE A SEPARATE FACILITY USE REQUEST FORM and must provide a copy of SerSafe certificate and chef licensure.**
8. User must provide table coverings if meals will be served in the conference room. Snacks are allowed without table coverings.
9. User shall ensure the conference room is clean following use, including free of spills, trash and debris.

Commercial Kitchen Use Agreement

(Non-commercial uses)

To maintain the integrity of the GATE Center Commercial Kitchen for commercial (for-profit) users, any non-commercial users **MUST** follow the guidelines below.

Food Safety Compliance

1. All non-commercial users must comply with the following:
 - a. GATE Kitchen Use Policy
 - b. GATE Kitchen SOP
 - c. GATE Fees and Services Schedule
 - d. GATE Production Sheet
2. All caterers/food providers **MUST** submit **their own Facility Use Request Form**, and comply with all commercial use agreements and submit a copy of SerSafe certification/licensure chef requirements.

Additional Kitchen Liability & Restrictions

3. **NO FOOD SHALL BE PREPARED FOR RESALE UNDER THE NON-COMMERCIAL USE AGREEMENT.** For food prepared in the commercial kitchen for

use on site, Grayson County nor the GATE Center will be held liable for any sickness, injury, or other liabilities resulting from use of the Kitchen per this agreement.

4. No unapproved items should be brought into the Kitchen that would compromise the safety and welfare of other users, their employees, or their clients.
5. NO ONE is allowed to work in the Commercial Kitchen without ServSafe certification or unless a certified ServSafe individual is always present.
6. ANYONE working in the kitchen must fill out a FOOD ESTABLISHMENT HEALTH POLICY AGREEMENT PRIOR TO WORKING IN THE KITCHEN.
7. NO ITEMS that have been made at home are allowed in the Commercial Kitchen.

THESE GUIDELINES are part of the Health Department protocol.