

# **Bread & Roses Community Kitchen**

## **Mobile Kitchen Kit Use Agreement**

### **ABOUT OUR KITCHEN**

The Bread & Roses Community Kitchen (BRCK) enables Charlottesville to feed the community from the community. It is part of Bread & Roses, an outreach ministry of Trinity Episcopal Church. We partner with other organizations to offer accessible cooking classes focused on affordable, healthy, and seasonal foods. We support food entrepreneurs who are ready to expand their businesses with flexible, sliding scale commercial kitchen rental. We prepare and share meals featuring local foods and produce from our own gardens.

An extension of our 2017 program offerings is the addition of two Mobile Kitchen Kits (MKK) for use in our community by Bread and Roses partners and also other supportive groups. The creation of the kits was made possible through a USDA Community Food Projects grant to City Schoolyard Garden for the Charlottesville Food Justice Network. Since we are dedicated to supporting the businesses, non-profits, and individuals working to make food healthier and accessible to all community members, we believe the use of these MKK will further extend our ability to meet community members where they are living, gathering, playing and learning. In the end, this will bring us closer to reaching our mission goals.

As with the renting of our commercial kitchen, the income from lending out our mobile kitchen kits supports education programming and upkeep of the MKK long term. We will work with you to help you use our mobile kitchen kits however, you must be equally committed to following food safety regulations, and respecting future users of the kits, Trinity Episcopal Church, and the community at large. Please address any concerns to the program coordinator. We look forward to sharing the kits with you!

### **HOW TO GET STARTED WITH USING THE MOBILE KITCHEN KITS**

1. Check out Mobile Kitchen Kit information on our website [breadandroses.trinityepiscopalville.org](http://breadandroses.trinityepiscopalville.org) to see if a kit is a good fit for your needs.  
*Determine if your use is as Bread and Roses partner, non-profit, business or a community member MKK renter.*
2. Fill out the online MKK Interest Form and return to program coordinator or contact us directly at [breadandrosescville@gmail.com](mailto:breadandrosescville@gmail.com).  
*We will contact you within a week to discuss if your needs match our availability.*

## Bread & Roses Mobile Kitchen Kits Use Agreements

### **TERMS:**

Daily Use: The MKK are lended out for a single work day. A single work day is from 8am - 5pm.

Pick up: Must be picked up at Bread and Roses/Trinity Church within 24 hours of approved demonstration time. This time must be prearranged with Bread and Roses staff. The MKK cannot be returned without meeting with a Bread and Roses staff or designated person.

Return: Must be returned to Bread and Roses/Trinity Church within 24 hours of approved demonstration time. This time must be prearranged with Bread and Roses staff. The MKK cannot be returned without meeting with a Bread and Roses staff or designated person.

Security Deposit: A security deposit check of \$100 is required before the MKK can be loaned out. This check will held on file until the MKK is returned cleaned, sanitized and in working condition. The check will be returned to the MKK borrower at return. Please see section on damages, unclean or sanitized MKK items for details on partial security deposit assessments.

### **BREAD AND ROSES PARTNER**

Daily MKK Rate: WAIVED for a single day use

Requirements: Must be a direct Bread and Roses Partner or have an active member standing with the Food Justice Network.

Security Deposit: Required

### **NON-PROFIT COMMUNITY GROUP**

Daily Rate: \$25 for a single day use

Requirements: Must provide 501c3 documentation or similar to show non-profit status.

Security Deposit: Required

### **COMMUNITY or FOR PROFIT GROUP**

Daily Rate: \$50 a single day use

Requirements: Must approved by Bread and Roses staff by providing written need for use of MKK to show how the use will meet the mission and goals of Bread and Roses.

Security Deposit: Required

1118 Preston Ave. Charlottesville VA 22903 -- (434) 293-3157 --  
breadandroses@trinityepiscopalville.org

## Bread & Roses Mobile Kitchen Kits Use Agreements

### **OTHER RENTAL EQUIPMENT AVAILABLE FOR ADDITIONAL RENTAL FEES**

- EZ UP 10x10 Tent: \$25.00 per 24 hour use with a \$100 deposit\*
- Induction or Propane stovetop: \$10.00 per use with a \$50 deposit\*  
(comes with propane tank and/or extension cord)
- Mobile Cooler: \$5.00 per use with a \$50 deposit\*
- Insulated Beverage Cooler: \$5.00 per use with a \$50 deposit\*

\* *Bread and Roses Partners fees are waived. Deposit still required.*

### **SCHEDULING, PAYMENT AND CANCELLATION POLICIES**

#### **Operating Hours**

The MKK are available for pickup and return from a Bread and Roses staff person or volunteer at Trinity Episcopal Church during standard business hours from 8:30-5pm unless previously scheduled with Bread and Roses staff.

#### **How to Schedule Time for MKK use:**

Submit an online inquiry or contact Program Coordinator via email. A Bread and Roses staff person be in contact between 3-5 business days.

#### **Payment**

Payment must be made separately from security deposits at the time of the MKK pick up.

Checks made out to Trinity Episcopal Church with MKK rental in memo

#### **Cancellations**

Cancellations made less than 24 hours prior to MMK pick up are subject to 100% of the rental amount. All other cancellations are acceptable and no payment is required.

#### **Late Return Policy**

Return of MKK on the date agreed must be adhered to unless specifically communicated in writing and agreed up with the Bread and Roses staff person prior to MKK pick-up and payment. If the borrowed MKK is returned past communicated return date, future MKK use may be under review by the Bread and Roses staff or an additional daily rental fee may be required, especially if the MKK was unable to be rented by another entity.

### **CLEANING & MAINTENANCE OF MOBILE KITCHEN KITS:**

#### **Ensuring Cleanliness Standards are met**

As a shared-use mobile kitchen kit, BRCK strives, through these policies and through communication and coordination with partners, community organizations and church members, to maintain a functioning and sanitary kits at all times. Due to staffing limitations for cleaning and sanitizing of the kits, it is

1118 Preston Ave. Charlottesville VA 22903 -- (434) 293-3157 --  
breadandroses@trinityepiscopalville.org

## Bread & Roses Mobile Kitchen Kits Use Agreements

required for all users of mobile kitchen kits to return the kits in the same condition as picked up. Violations of these standards will lead to the forfeiture of the security deposit or loss of the privilege to use the mobile kitchen kits in the future.

### **Broken Equipment**

If something breaks during a rental session, the borrowing group must note this at the returning of the mobile kitchen kits or before via email to the Bread and Roses contact staff person. The borrowing group will be held liable for all equipment breakages during schedule rental time, unless it can be determined that the malfunction was not a result of misuse. At the return time, the security deposit will be held until the cost of the broken or malfunctioning equipment is determined. A Bread and Roses staff person will follow up, and if it is determined that there was no misuse, the MMK borrowing group will not be responsible for covering the repair or replacement costs. If however, it is determined that the MKK borrower did cause a breakage during a rental session, borrower is liable for the replacement cost of the item broken. If damage occurs, borrower is liable for the repair cost of the item damage.

### **LIABILITY**

Borrowing organization assumes all liability for participants for the event the MKK are used at. Bread and Roses or Trinity Church assumes no liability.

### **CHANGES TO OUR POLICIES**

BRCK will release amendments and new versions of this document from time to time, and will communicate written, timely notice of all changes. A current, applicable version of the document will be available on the Bread & Roses [website](#). Tenants should check the website regularly to keep informed of any changes.

### **STAFFED DEMONSTRATION**

Bread & Roses staff or volunteers are willing to come and provide a cooking demonstration, class, or program for your organization upon request. Please contact the Program Coordinator to schedule a demonstration. Hourly fees and budget for materials may be required.

## Bread & Roses Mobile Kitchen Kits Use Agreements

### **Operating Agreement & Handbook Acknowledgement**

By my signature below I confirm that I have taken the time to review the Bread & Roses Mobile Kitchen Kit Use Agreement and its contents so that I am fully aware of the policies and responsibilities contained therein. I understand that it is my responsibility to comply with the policies contained within the agreement as a condition of my use of the mobile kitchen kits and I will fulfill my written and verbal agreements made with the operators of the Bread & Roses Community Kitchen.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Bread and Roses Staff Person: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Agreement Received: \_\_\_\_\_ Security Deposit Amount Received: \_\_\_\_\_

To be filled out by Kitchen Manager:

Renter Type: BR Partner FJN Partner Non-Profit Community or For Profit

Pick up time: \_\_\_\_\_ Return time: \_\_\_\_\_ Use time, date and location: \_\_\_\_\_