



## **Squaxin Island Community Kitchen**

**70 SE Squaxin Lane**

**Shelton, WA 98584**

**Direct line (360) 432-3873**

**Cell (360) 763-2916**

**\* Rental Policies and Procedures\***

### **THIS IS A TOBACCO, DRUG AND ALCOHOL FREE FACILITY**

The Community Kitchen at Squaxin Island Reservation is a fully functional commercial kitchen and dining facility. To ensure maximum use and fair recovery of associated cost, this Rental Policy and Procedure has been established.

Squaxin Island Community Kitchen offers space for a variety of purposes: meetings, parties, food preparation, birthdays and more. It is equipped with commercial grade kitchen equipment and commercial grade cookware, bakeware, and cooking tools. All items in the kitchen are available for use.

#### ***Dining Room: 1600 square feet***

Our dining room offers seating for up to 150 guests, including tables, chairs, and tableware. Our facility also includes an audio system with wireless microphones and capabilities with a large projection screen.

The Kitchen is managed by the Parks and Recreation Department under the Executive Services Department. The Community Kitchen is available to rent to the tribal community as well as the general public. First priority for use of the kitchen will be given to Tribal Administration for use during tribal funeral services. Every effort will be given to accommodate the needs of all reservations on the community kitchen calendar, although occasionally it may be necessary to cancel an event for a tribal funeral. When an event is cancelled by Tribal Administration, the deposit will be refunded. The Kitchen is available for rentals Sunday- Thursday 8am- 10pm and Friday and Saturday 8am- 11pm. These times include set up and clean up. Events lasting multiple days or before or after these hours must be preapproved and may require additional fees and cleaning/damage deposits. The Parks and Recreations Coordinator Assistant can be reached at any time by cell phone (360) 763-2916 or email [bjohnston@squaxin.us](mailto:bjohnston@squaxin.us) .

#### **Payment and rental procedure**

Reservations for the kitchen are made through the Squaxin Island Tribal Parks and Recreations: direct line (360) 432-3873, cell (360) 763-2916 or e-mail [bjohnston@squaxin.us](mailto:bjohnston@squaxin.us). Due to the high demand of the kitchen, we suggest you schedule your event as far in advance as possible. Once your reservation is made you must meet with the Parks and Recreation Coordinator Assistant to complete the rental agreement and pay fees to secure your rental.

## **Rental Fees:**

The kitchen rental cost may vary and are subject to change. The rental fee, cleaning/damage deposit and any additional fees will be collected at the time the rental agreement is completed. The rental is not confirmed until all fees and the cleaning/damage deposit are paid. Part or all of the cleaning/damage deposit will be refunded depending on the condition of the building/kitchen following your event. Deposits will be refunded within 30 days of the event by check. Deposit refunds will be made out and mailed to the address of the responsible party. Reservations not cancelled in writing 7 days in advance will forfeit the cleaning/damage deposit.

**Checks need to be made payable to: Squaxin Island Tribe Community Kitchen. We also accept cash or credit card.**

The person completing the rental agreement must be at least 21 years of age (with valid ID), be present during the event and is ultimately responsible while occupying the building.

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## **General Rules**

- This is a tobacco, drug and alcohol free facility.
- Only with special approval will the Community Kitchen be available on Christmas Eve, Christmas, Thanksgiving, Easter, New Year's Eve, July 4<sup>th</sup>, Labor Day and Memorial Day.
- Use of rice, birdseed, confetti, glitter, or like materials inside or outside of the facility are not permitted.
- Decorations may only be attached to walls and the ceiling with painters masking tape (blue) or similar non-marring material.
- The blinds on the windows must not be pulled up. You may only open and shut them.
- Smoking is only allowed in designated smoking areas.
- The Squaxin Island Tribe cannot be responsible for accidents, injury or loss of property.
- The Operations and Event Coordinator/Manager will be in the facility when the kitchen is in use.
- If a group or person is found to be abusing the building or its contents, they may be prohibited from future rental of the Community Kitchen.

**Commercial Kitchen amenities:**

- *6 gas burner range with oven*
- *Walk-in cooler/freezer*
- *Four-foot gas grill*
- *Commercial steamer*
- *Double convection oven*
- *Double burner electric stove*
- *Commercial mixer*
- *Steam tables (hot service)*
- *Food preparation station*
- *Commercial dishwasher*
- *Commercial warmer*
- *Ice machine*
- *Hand washing stations*
- *3 compartment sink*
- *Cold bar (salad)*
- *Soup bar*
- *Assorted commercial cookware, bakeware, and cooking utensils*
- *Outside grilling pit*
- *Loading dock*
- *Accessible handicap parking*
- *WiFi*
- *Cleaning supplies*
- *Items that may be available at an additional charge:*
  - *Audio system*
  - *Wireless microphone*
  - *Screen and projector*

I acknowledge that I am responsible for the condition of the Community Kitchen, and that I will be held responsible for any damages incurred while I am using the facility. By signing, I agree to pay the rental cost and acknowledge the responsibilities outlined above, including financial responsibility for any damages. I assume all risk for any loss, claim, damage, liability, cost or expense that may occur during or as a result of the use or occupancy of the Community Kitchen and surrounding premises and shall indemnify and hold the Tribe harmless from such loss, claim, damage, liability, cost or expense. I acknowledge that as the responsible person, I am to be on property for the entire rental period and will make sure that all requirements within this agreement are met. I acknowledge and agree that jurisdiction and venue for any action arising out of this agreement shall be solely in the Squaxin Island Tribal Court. Further, I agree that no waiver of the sovereign immunity of the Squaxin Island Tribe, express or implied, is contained herein.

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parks and Recreation Coordinator Assistant

\_\_\_\_\_  
Date