



# YAQUINA LAB

*Services & Shared Space Use Agreements*

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## **Member Contact Information**

Business Name

Address

City, State, Zip

Phone

Email

Use of property – The property shall be used for business purposes only as outlined below:

List of authorized persons:

- 1.
- 2.

## **GENERAL POLICIES**

### **No Lease Agreement**

Facilities usage is based on a membership agreement with the Central Coast Food Web and NOT a lease agreement. Membership privileges can be revoked, or membership entirely canceled for failure to adhere to policies and agreements.

The term of the member agreement is month to month and may be changed or terminated by either party for any reason with 30-day notice. Billing for the previous month is sent the first week of the current month. All bills are payable in 15 days.

The Central Coast Food Web holds the master lease to the Yaquina Lab, and is responsible for administering rental of all office spaces, production areas, and equipment usage. All inquiries regarding Yaquina Lab membership and rentals should be directed to [support@centralcoastfoodweb.org](mailto:support@centralcoastfoodweb.org).

### **Requirements for Membership**

All members:

- Create an account in Food Corridor (<https://app.thefoodcorridor.com/en/login>)
- Submit signed Membership Agreement
- Submit copy of business license or business registry
- Submit proof of insurance with “Central Coast Food Web” listed as additionally insured
- Submit any required licensing documents (food handlers card, ODA licensing, or HACCP plan)

### **Building Access**

The Lab building is open for member use, deliveries and visitors Monday-Friday from 9-5. The front glass door will be unlocked.

Members in good standing have 24/7 access to the Lab building for the exclusive purpose of work and work related activities during their awake working hours. There is no sleeping, napping or camping in the Lab Building allowed.

Sharing of access key codes with anyone other than the member that was issued the code will constitute a violation of Lab security policies and will result in revocation of 24/7 access privileges.

For the safety and security of all tenants, the downstairs doors are to be locked during non business hours. Members using an access key code shall lock the door behind them on entry.

Guests are allowed during the normal business hours of 9-5 Monday through Friday. No guests are permitted after hours unless there is prior approval from the management.

No leisure or personal use of the Lab building is permitted.

### **Dogs**

Dogs are permitted in the Lab building in private offices only. Dogs are not permitted in food production or storage areas. If a member has a dog in the office, please sweep the office and commons areas free of dog hair at the end of each doggie visit.

### **Parking**

Parking is free during normal business hours. Overnight parking or vehicle storage shall be additionally booked.

### **Alcohol**

No consumption of alcohol is permitted in the building or outdoor premises. The exception is for booked social events.

## **OFFICES AND COWORKING DESK RENTALS**

Our second floor includes recently renovated private offices, coworking desks, and a conference room. Rental options include dedicated space on a month-to-month basis, or single day use.

Dedicated office and coworking desk rental includes:

- Keycard access 24/7
- Fast fiber-optic Wi-Fi
- Desk (access to printer coming soon)
- Unlimited access to kitchen commons for personal use
- Free parking during working hours
- 4 hours conference room/month (for monthly users only)
- Outdoor area for working, eating, meeting with clients, or just fresh air
- Invitations to networking events and socials

### **Commons Kitchen**

Members are permitted to use the commons kitchen during normal business hours for the purpose of meeting clients, preparing quick meals (e.g. personal lunch), and storing food for the week.

Tenants are responsible for emptying their food from the refrigerator every Friday.

Use of the kitchen for demonstration purposes, recipe development, or catering requires additional booking through the Food Corridor app.

Members are responsible for thoroughly cleaning the kitchen after each use. Dishes should be hand washed, dried and put away after personal use.

The dishwasher shall only be used for pre-booked kitchen rentals.

### **Cleaning/Trash Removal**

Janitorial service is on Saturday nights only. It includes common area floors and surfaces, private office floors, bathrooms.

Trash and recycling pick-up happens Wednesday mornings. Members are responsible for emptying personal office trash into the outside bins.

### **Conference Room**

The conference room can be used by any member. Members with monthly office agreements are allowed 4 hours per month at no charge. All use must be booked through the Food Corridor app.

### **PRIVATE EVENT SPACES**

Spaces used for special gatherings outside normal business hours or on a one-time basis may be reserved through the Food Corridor app.

3 hours minimum on all private event space rentals.

### **HOURLY PRODUCTION AREAS**

Production spaces are available to rent to support producers and other food businesses. Use of these spaces requires Yaquina Lab membership as well as:

- Food Handlers card (for all persons handling food)
  
- Use of the seafood processing area requires independent licensing from the Oregon Department of Agriculture. Please email us to start the licensing process for your business ([support@centralcoastfoodweb.org](mailto:support@centralcoastfoodweb.org)).

## **Water Usage and Cleaning**

Limiting potable water usage is extremely important! We do not have onsite water and get our water delivered. Excessive water use may be billed to the individual user.

Cleaning, sanitization and trash/recycling removal are the responsibility of the members after each use.

Large fiber fish totes and wooden pallets shall be removed from the property by the member.

## **Dress Code**

The following dress code must be followed when working in the production areas. This includes all staff, members, vendors, and guests.

- Closed toe, flat bottoms, non-slip shoes
- Hair restrained using cap, bandana or hair net
- No large or flowing clothing or jewelry that can get caught in machinery - Clean clothes and apron if you are preparing food
- Long pants

## **Sickness**

No one is permitted to be in the production areas that is experiencing vomiting or diarrhea.

## **EQUIPMENT RENTALS**

All equipment and surrounding areas must be left clean and reset for the next user.

## **FREEZER, COLD, and DRY GOODS STORAGE**

Inventory storage options are available on a month-to-month basis for producers and food businesses.

Space will be billed monthly until notice is given and inventory is removed from the space.

All member items must be clean, organized and contained in the approved space after every use.

Expired, unclean, or otherwise compromised food items will be disposed of.

Only authorized persons will have access to your space.

All shared use spaces are monitored via security camera system.

Includes use of pallet mover, dolly, and trolley table as needed for loading/unloading.

Forklift loading and unloading is available for licensed members, or on request by licensed staff.

**I have read and agree to follow the Yaquina Lab Policies.**

**Member:**

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

**CCFW Staff:**

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