

GATE Center Block FEE Tier Structure



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The GATE Center exists to support Grayson County residents grow through lifelong learning, food business establishment and support, and agricultural/forestry economic development.

This document provides guidance to the Facility Manager in prioritizing facility use requests. Preferential treatment will be granted to Tier 1 entities. Within each Tier, access will be on a first-come-first-serve basis. Each successive tier will be ranked in descending level of priority. For example, Tier 1 > Tier 2 > Tier 3 users.

NO APPROVED USER respective of tier, will be asked to forfeit an established agreement/event in favor of another higher tier except in extenuating circumstances as determined by Grayson County Administration. Every effort will be made in such circumstances to give as much notice as possible to the APPROVED USER.

The table below defines who is included in each Tier, and their fee structure.

Applications must be approved, and deposit paid (cash or cashier check) prior to facility use.

Tier 1	Entity	Conference Room Fees	Commercial Kitchen Fees
	Grayson County commercial food, agriculture, and forestry businesses	Free*	\$40.00 per 4-hour block or \$75.00 for all day.
	Local, state, and federal government, and their subsidiaries	Free*	Free with ServSafe certification recipient signed and present.
Tier 2			
	Non-profit no dues paying	Free	Fees schedule applies
	Non-profit due paying	Free	Fees schedule applies
	Grayson Resident Youth or adult education	Free	Fees schedule applies
	Non-Grayson commercial business	\$50/event	\$75.00 per 4-hour block or \$130.00 for all day.

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Tier 3	Individual or private use Non-Grayson Resident	\$50/event		Per Fee Schedule
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*Conference room MUST be scheduled in advance of its use

Commercial Kitchen Operational Guidance

The block fees apply to anyone who is requesting to use the commercial kitchen whether for non or commercial use. Fees apply to Tier designated.

The following table outlines requirements for use for both commercial and non-commercial kitchen users.

	Commercial	Non-Commercial
Users Defined	Any commercial kitchen user in the production of food products for immediate consumption and/or for resale as part of a for-profit enterprise	Any commercial kitchen user not defined as "Commercial", typically preparing food not as part of a for-profit enterprise
Examples (not all-inclusive)	<ul style="list-style-type: none"> • Caterer • Bakery • Food truck • Food product development • Value-added food processing for resale 	<ul style="list-style-type: none"> • Educational • Non-profit organization (internal use) • Non-profit fund raiser • Government • Private party
Requirements for Use	<ol style="list-style-type: none"> 1. GATE Facility Use Request Form 2. Mandatory Orientation 3. Review of Required Forms <ol style="list-style-type: none"> a. Steps for Becoming User b. Kitchen Use Policy c. Fees and Services d. Kitchen SOP (signature required) e. Production Sheet 4. Complete User Services Contract 	<ol style="list-style-type: none"> 1. GATE Facility Use Request Form 2. Mandatory Orientation 3. Review of Required Forms <ol style="list-style-type: none"> a. Kitchen Use Policy b. Fees and Services c. Kitchen SOP (signature required) d. Production Sheet

ALL USERS MUST SUBMIT a completed Facility Use Request Form. The Facility Manager will time and date stamp all completed Facility Use Request Forms for tracking and organizational purposes. All fees and forms must be filled out in **completion PRIOR to occupancy** along with **deposit paid** (Cash or cashier check) PRIOR. All documentation must be filled out in completion during the use of the facility and submitted as directed.