GATE Center Block FEE Tier Structure

**The GATE Center exists to support Grayson County resident's growth through lifelong learning, food business establishment and support, and agricultural/forestry economic development.**

This document guides 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 levels 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 fees paid before facility use.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tier 1** | **Entity** | **Conference Room Fees** |  | **Commercial Kitchen Fees** |
|  | **Grayson County commercial** food, agriculture, and forestry businesses, land owner | Free\*  No deposit is required BUT if the facility is not cleaned properly a fee will apply to the user. |  | $40.00 per 4-hour block or $75.00 for all day***. A $50.00 deposit is required by ALL who use the kitchen.*** |
|  | Local, state, and federal government, and their subsidiaries | Free\*No deposit of $50.00 is required but the above applies. |  | **Free with ServSafe certification recipient signed and present.** |
| **Tier 2** |  |  |  |  |
|  | Non-profit no dues-paying | Free Deposit required |  | Fees schedule applies |
|  | Non-profit due paying | Free Deposit required |  | Fees schedule applies |
|  | Grayson Resident Youth or adult education | Free- No deposit is required BUT if the facility is not cleaned properly a fee will apply to the user |  | Fees schedule applies |
|  | Non-Grayson commercial food business | $50/event – Deposit required |  | $75.00 per 4-hour block or $130.00 for all day. |
|  | Grayson For Profit Business Agriculture or Forestry | Free\* - No deposit is required BUT if the facility is not cleaned properly a fee will apply to the user. |  | Per Fee Schedule |
|  | Non-Grayson Business, Agriculture or Forestry  For Profit | $50/event - No deposit is required BUT if the facility is not cleaned properly a fee will apply to the user. |  | Per Fee Schedule |
| **Tier 3** |  |  |  |  |
|  |  |  |  |  |
|  | Individual or private use Non-Grayson Resident | $50/event – Deposit Required |  | Per Fee Schedule |
| **Tier 4** |  |  |  |  |

**Food Truck or other $50.00 deposit Fees and requirements below**

**Mobile food units** \*$100.00 monthly commissary use only

\*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) | * Caterer * Bakery * Food truck * Food product development * Value-added food processing for resale | * Educational * Non-profit organization (internal use) * Non-profit fundraiser * Government * Private party |
| Requirements for Use | 1. GATE Facility Use Request Form 2. Mandatory Orientation 3. Review of Required Forms 4. Steps for Becoming User 5. Kitchen Use Policy 6. Fees and Services 7. Kitchen SOP (signature required) 8. Production Sheet 9. Complete User Services Contract | 1. GATE Facility Use Request Form 2. Mandatory Orientation 3. Review of Required Forms 4. Kitchen Use Policy 5. Fees and Services 6. Kitchen SOP (signature required) 7. Production Sheet |

**Tier 4**

**FOOD TRUCKS AND OTHER MOBILE FOOD UNITS (Commercial Use)**

1. Gate Facility Use Request Form
2. Mandatory Orientation
3. Review of Required Forms of SOP (SIGNATURE REQUIRED)
4. ServSafe Certification copy
5. Provide proof of permits from appropriate regulatory agencies
6. Fees and Services that apply to commissary only or both prep and commissary use.
7. Production Sheet Sign in/Sign out/ and forms if prepping in the kitchen
8. $50.00 deposit
9. $100.00 monthly fee for use see \* below.

**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 **complete before occupancy** along with all FEES paid PRIOR. All documentation must be filled out, completed during the use of the facility, and submitted as directed.

\*Food Truck commissary use allows the user access to water/disposal services, portable water access, and grey water, grease, and trash disposal. One shelf refrigerator, freezer storage, and one box cage dry storage. Use of the ice machine only.