



100 Ericson Court, Arcata CA 95521 | [www.cityofarcata.org](http://www.cityofarcata.org) | 707-822-5955

## Foodworks Culinary Center Community Rental Kitchen

### Tenant Checklist – New Rental

#### Step 1: Review

- Rental Kitchen Rules (*Community Kitchen*)
- Foodworks Operating Policies and Procedures
- Facility Usage and Waitlist

#### Step 3: Complete

- Application to Rent
- Authorization for Credit Check

#### Step 3: Provide

- City of Arcata Business License
- Serve Safe Certificate
- Health Certificate (County or State)
- Insurance with Endorsement Showing City of Arcata as Additional Insured (*see Insurance Requirements attachment*)

#### Step 4: Provide After City Approval

- Signed Lease (*3 copies*)
- Signed Rental Kitchen Rules (*part of lease*)
- Signed Operating Policies and Procedures (*part of lease*)
- \$300 Cleaning Deposit (for Community Kitchen) - Rental Unit Deposit varies by size.
- Key Deposit: \$50 first key, and \$10 each additional key
- Pro-Rated Rental Payment – depending on move-in date

#### Step 5: Final Steps

- Lease is Signed by City Manager (*copies will be provided to you*)
- Rental Kitchen Orientation is Scheduled
- Key are Transferred to Tenant