



100 Ericson Court, Arcata CA 95521

707-822-5955

Foodworks Culinary Center

Usage and Waitlist Policies

The Foodworks Culinary Center is a full service food manufacturing facility, recognizing the community's need for new and innovative economic and small business development opportunities that foster local job creation. Foodworks strives to create an inclusive space which nurtures, supports, and sustains Arcata's niche foods sector and, by extension, the local agricultural networks that supply our members.

The Foodworks manufacturing facility is scalable to fit the needs of businesses that range in size from start-up to mid-sized food manufacturers.

- The Community Kitchen is a launching pad for new food based start-up businesses, providing necessary commercial kitchen, storage space, and equipment at an affordable rate.
- Small-scale and part-time businesses that do not require full time access to a commercial kitchen are best served by the Community Kitchen or sub-lease agreements.
- Individual kitchen units provide an opportunity for small businesses to grow and expand.
- Foodworks provides members access to a network of other local food producers increasing opportunities for collaboration.
- The City provides support to our members through Microenterprise and Business Assistance programs which facilitate business growth.

FACILITY USAGE

1. Food manufacturing units and spaces shall be prioritized for food manufacturing, not for office space, storage space, or any other use.
2. Office units and spaces shall be prioritized for office space, not for storage space, food manufacturing space, or any other use.
3. No more than 25% of any food manufacturing space may be used for ancillary purposes without the written permission of the City.
4. The sale of a Foodworks member business does NOT include an automatic transfer of the Foodworks lease agreement to the new owner.
5. Food truck and catering businesses shall be limited to Community Kitchen leases or sub-lease agreements unless and until their business requires full-time access to a commercial kitchen.
6. If storage space (warehouse/cooler/freezer) becomes limited, unit tenants and active Community Kitchen users will be given priority access to storage. Tenants using the facility for storage uses only will become subject to the three (3) hour monthly minimum Community Kitchen charge and/or may lose their storage space.

WAITLIST POLICY AND PRIORITY

1. If all tenant units are occupied, a waitlist for units shall be established. Businesses that wish to be placed on the waitlist shall complete the Foodworks Culinary Center Pre-Application.
2. As space becomes available, priority will be given to those businesses on the waitlist whose needs can best be met by the space that is available (i.e. unit size, equipment availability etc.).
3. Businesses that are actively growing and creating jobs will be given priority consideration.
4. Additional consideration will be given to businesses that are willing to sub-lease and share space.
5. Every attempt will be made to meet the needs of current tenants over incoming rental tenants.
6. Any business, whether current tenant or incoming, wishing to move into a unit will need to provide evidence of acceptable credit, business plan, income information (including profit & loss statement and tax returns), for review by the City before being approved as a tenant.