



How to Schedule Time in the Poughkeepsie Open Kitchen [POK]

The POK is a shared-use commercial kitchen available for rent on an hourly basis, located on the first floor of the historic **Poughkeepsie Underwear Factory** – a redevelopment project of Hudson River Housing. With over 2,000 sq ft of combined cooking, preparation, and storage space, POK is designed to meet the commercial kitchen needs of the Hudson Valley.

Each kitchen member is responsible for complying with the city, state and federal regulations governing food related businesses concerning licensing, food safety and sanitation, taxes, employment, etc. Worker's compensation is required if your business has employees. Each renter must be fully insured with *general liability insurance at coverage of \$1 Million per occurrence and \$2 Million aggregate*. **Hudson River Housing Inc. / North Cherry Street LP** will need to be named as additional insured and proof of insurance must be provided prior to use of the kitchen.

The POK rental schedule is subject to change month to month however, checking in on available kitchen time is easy - please contact the POK staff to do so. A Google calendar will be made available for you to view once you are a full member.

PRIOR TO RENTING CHECKLIST

- Completed expression of interest form
- Completed kitchen user agreement
- Submitted proof of additional insurance
- Submitted security deposit (\$100)
- Submitted valid permits / licensing or receipts of submission
- Completed orientation

Any questions please do not hesitate to contact the POK staff at **845.337.0263** or at underwearfactory@hudsonriverhousing.org.