

General Facility Policies:

- **Referral Service Kitchens:** Kitchens participating in the Kitchen Referral Service Program have their own rules governing the use of their spaces; User should make sure he or she is comfortable with the parameters of User's rental or sharing relationship before User begins occupying a space. The involvement of the Kitchen Incubator ends once a successful match is made through the Referral Service Program. The information provided in this sheet is for kitchen space directly controlled by the Kitchen Incubator itself, though Referral Service participating kitchens may use it as a guide.
- **Rate Schedule:** The published fees of the Kitchen may be changed at any time, though every effort will be made to give users as much advanced notice as possible.
- **Facility Checklist/Production Sheet:** User must turn in to the Kitchen Manager a properly filled-out Facility Checklist (front) and Production Sheet (back) at the end of every shift. The Facility Checklist is to be filled out at the beginning of every shift. Failure to complete this two-sided form may result in the User being denied use of the facility.
- **Pre-Shift:** User has a half-hour set-up time that is off-the-clock in order to bring in all needed equipment and supplies and get set up for efficient processing.
- **Post-shift Cleaning:** This is also off-the-clock to ensure thorough cleaning and sanitation. Be advised that - by default - only a half hour of this time will be scheduled with any shift, so please finish in that time. If User feels he/she needs more or less cleaning time, please indicate that at the time of shift scheduling. The User abusing this free cleaning time in any way may result in additional, hourly charges.
- **Facility Use:** User must request kitchen time at least one week in advance. If there is "spare" kitchen time available, the Kitchen Manager will post that information on the online calendar or send out an email.
- **Cancellations/No-Shows:** Cancellations must be given as soon as possible, and any received within 24 hours of the scheduled time will still be charged. Repeated cancellations may result in User being denied access to the facility. If User does not show up for the scheduled time, the User will be charged.
- **Eligible Users:** Only Users and their employees/helpers that are registered and authorized by the Kitchen Manager are allowed to be in the production areas. Every User must provide the Kitchen Manager with a completed Emergency Contact Form for each employee/helper and certify that each employee/helper has been trained in proper food safety procedures and has received copies of and signed/agreed to all appropriate paperwork. The User must be present unless a pre-arranged agreement has been reached between the Kitchen Manager and User authorizing a "Production Manager". This person will be responsible for assuring that all facility policies are followed by all workers for that User. The Kitchen Manager will report serious violations to the User by phone or email; the User shall respond and correct the matter within 24 hours.
- **No Children Under 16** are allowed in the food production areas, and no unsupervised children are allowed within or without any part of the facility at any time.
- **No Live Animals** are allowed in the building at any time.
- **Facility Failure:** In the event of equipment failure or other facility issues that compromise production, no charge will be made for lost hours. Users **MUST** fill out a Facility Incident Report (at the bottom of the Production Sheet) within 24 hours of the occurrence to be eligible for a credit.

- **Shared-Use Facility:** Remember that this is a shared-use facility with no janitorial service, so User and employees/helpers of User must be clean in all areas of the facility. User and employees/helpers of User must be considerate of other facility renters.
- **Dry Storage:** User must clearly label his or her space. Open food items must be stored in tightly covered containers labeled with containers' contents. All items must be stored at least 6 inches off the ground. The areas around stored items must be kept extremely clean, swept and mopped as often as needed, but at least once a month.
- **Cold Storage:** All items must be clearly identified with User's name. Food items must be stored tightly covered. Remember that charges are length of use and by the shelf or pallet, so it is to User's advantage to arrange items well, but keeping in mind sanitation guidelines that dictate raw meats, poultry, fish, seafood and eggs on bottom shelves (though also in an order). User must also keep cold storage extremely clean and sanitized and must immediately clean and mop any spills.
- **Small-wares:** Users will provide their own towels, pots, pans, small-wares, packaging, and other, specialty items. **This includes thermometers for User's regulatory and record-keeping needs.** Do not leave items behind as they may be sold or thrown away without notice.
- **Shipments:** The Kitchen Incubator does not receive shipments addressed to Users. It is the responsibility of Users to be on-site to receive deliveries. If Kitchen staff is available to receive a shipment, they take no responsibility for condition/contents of said shipment.
- **Kitchen Incubator Property:** No equipment or other items belonging to the Kitchen Incubator is ever allowed to leave the premises.
- **Fine:** The fine for violation of facility policies is a minimum of \$50.00 per occurrence.

Food Production Area Policies:

- **No Eating or Drinking from Open Containers in Food Production Areas.** Only drinks in covered containers are allowed in food production areas and must be kept on lower shelves, below any food items.
- **Regulations/Permitting:** User is responsible for observing correct food safety policies as outlined by the applicable State and Federal regulatory agencies. User is responsible for maintaining the appropriate permitting and documentation as required by said agencies.

I have read and understand these Policies.

Name:

Date: