



## **FARMSHED KITCHEN RENTAL AGREEMENT AND POLICY GUIDE**

### **Introduction**

Thank you for your interest in the Farmshed kitchen. We are happy to share this place with the community. This policy guide will assist you throughout your process as a renter.

### **Steps to Become a Renter**

1. Review the Farmshed Kitchen Rental Agreement and Policy Guide
2. Complete a consultation (if applicable, see details below)
3. Fill out the kitchen use application and agreement
4. Pay security deposit
5. Reserve your date(s) of use
6. Pay rental fees

### **Commercial Kitchen Rental Rates**

- Farmshed member
  - \$10 hourly rate
- Non-member
  - \$15 hourly rate

### **Security Deposit**

A Security Deposit is due to Farmshed prior to rental of the kitchen (unless otherwise authorized by the Executive Director). One-time use deposit is \$50, and long-term use deposit is \$250. The Deposit (minus any fees for damage to the facility or equipment, missing items, or additional cleaning) will be returned to you within 5 days of the conclusion of the rental. Inspection of the kitchen will take place immediately following. If damage or loss has occurred, the Deposit, less costs of repairs, clean-up, or purchases will be returned. If these costs are greater than the Deposit, you will be liable and billed for the balance with payment due no later than 30 days after the conclusion of the rental.

### **Equipment Use**

Kitchen equipment is included in the rental. Renters will be given proper instruction on how to safely operate all major equipment. Some specialized equipment belonging to other renters is not available for general use, watch for signage. If a renter damages equipment due to negligence, they may be responsible for the cost to repair it. We understand that accidents

happen so please let Farmshed know immediately in the event of equipment damage or dysfunction. Prior to leaving, make sure all equipment is cleaned and shut off and put back in its proper place. For more information, please refer to the liability section.

### **Personal Equipment**

Based on the state's rules for shared use kitchen's, a licensee must store all equipment between uses at the processing location. Therefore, renters must seek approval from the Kitchen Coordinator before bringing in their own equipment to ensure it is appropriate and space can be accommodated within the facility. Equipment & supplies that are stored at Farmshed will be charged a monthly storage fee based on space required.

### **Access to Facility**

Arrangements will be made for providing a key to the facility for the day of the rental. Renter is responsible for checking each door and ensuring the entire facility is locked before leaving. The key should be left in the designated location prior to renter leaving. Long-term renters will work with Farmshed's kitchen manager to reserve dates using Farmshed's kitchen calendar. Farmshed's kitchen is accessible 24/7, reservations are first-come first-served.

### **Dishwashing**

1. Three compartment sink is for dishwashing only
  - a. The first basin is for soap only
  - b. The second basin is for rinse only
  - c. The third basin is for sanitizing
2. If any compartment becomes dirty, please drain and refill
3. Place clean Farmshed dishes on the rack to air dry (do not use towels to dry, staff will put away)

### **Other Sinks**

- A handwashing sink is located on the three-quarter wall with paper towels and soap provided
- A food preparation sink is located at the end of the L-shaped stainless table near the walk-in cooler and can be used for vegetable and meat preparation. It must be sanitized between each use.

### **Composting**

Composting appropriate waste is a requirement of the Farmshed Kitchen. All compost will be incorporated into the on-site management system and worked into agricultural production in the greenhouses or facility/community gardens.

### **Pets**

Animals are not permitted in the Farmshed kitchen.

### **Guns/ Weapons**

No guns or weapons are allowed on the premises or inside the facility.

**Smoking/ Tobacco**

No smoking or use of tobacco products is allowed on the premises or inside the facility.

**Age restrictions**

Anyone under the age of 18 must be accompanied by the supervision of an adult at all times.

**Community Kitchen Usage**

The Farmshed Kitchen is a communal space shared by renters, community members and the Farmshed staff. This means that it is imperative to keep the facility clean and well maintained to ensure a safe and satisfactory cooking/food preparation environment for all to use. Healthy persons who are thoroughly trained in safe food-handling procedures and who practice good personal hygiene are also key to a successful kitchen.

# **FARMSHED KITCHEN RENTAL PROCEDURES**

## **All Kitchen Tenants Will Observe the Following Procedures**

### **Log Your Kitchen Use**

Users must sign in when entering the kitchen, record use and production numbers, and sign out when leaving.

### **Equipment Use Guidelines**

All equipment, utensils, dishes and food products will be returned to their respective places.

1. All equipment will be washed and returned to storage.
2. No stacking of boxes or food supplies is allowed on floors.
3. Tables may be moved around to accommodate each user's production.
4. Any equipment damaged will be reported promptly (the next business morning) to the person who authorized kitchen use.

### **Cold Storage**

Cooler/freezer storage must be confined to the designated units. All items must be removed from the cooler and freezer as you leave.

### **Clean Up**

1. All surfaces will be cleaned first and then sanitized prior and after kitchen use. Cleaning is wiping with hot soapy water. Sanitizing is washing with a diluted sanitizing solution. Correct sanitizer solution titration is 50-100 ppm, testing strips are in the bin above the sink.
2. Farmshed will provide a limited number of towels for cleaning, we ask that you provide your own aprons.
3. Ovens must be kept clean. If something is spilled in the ovens, cool the oven and wipe up the spill
4. Sinks must be cleaned and wiped dry after use.
5. Floors are to be swept and mopped. Farmshed will furnish a broom, dustpan, mop, water pail, and cleaning detergent. All other cleaning supplies are the responsibility of the renter. Mop, bucket, and basin can be found in garage. Dirty water should be drained down the mop basin.
6. Trash and recycling are to be bagged, tied, and removed to the dumpsters on the west side of the facility. Compost should be placed in provided buckets, covered, and placed outside the door in the west greenhouse.

### **Kitchen Sanitation and Safety**

1. Plastic gloves are to be worn to handle ready-to-eat food.
2. All food in coolers must be labeled with the owner's name, product, and date. Shallow containers (4 maximum) are used to cool potentially hazardous foods.
3. Keep all detergents or chemicals out of the food production area.
4. Wipe up spills right away and clean workstations periodically during rental time.
5. Clean used equipment by following cleaning instructions.

6. If cooler and freezer temperatures have not been recorded for the day, please record temperatures and time.
7. Be sure all equipment has been turned off before leaving. Turn out lights, and lock the doors before leaving.
8. Only unopened packages and containers of food are to be brought into the kitchen, once opened, food can be stored until needed in storage cabinets, cooler, or freezer.

### **Personal Health and Cleanliness**

1. All tenants shall be clean and well groomed. Clothing should be made of a washable fabric. No open-toed shoes are to be worn. A clean or disposable apron is to be worn.
2. Hair should be worn back and out of the way and covered with a hair net or hat (males and females). Beards should also be covered.
3. Clean hands and fingernails are important in food handling. Hands should be thoroughly washed before starting work, after handling food, after smoking, after using the restroom, and after using a handkerchief or tissue.
4. The hand sink located in the production area should be used for hand washing. Hands should be washed with hot soapy water for a minimum of 20 seconds and dried with a paper towel.
5. Hands should be kept away from the face and mouth.
6. No smoking or vaping is permitted in or near the kitchen area.
7. Personal belongings should be kept out of food preparation areas.
8. All cuts should be bandaged with waterproof protectors, and watertight disposable gloves should be worn.
9. Tenants with open lesions, infected wounds, sore throats, or any communicable disease shall not be permitted to work in the kitchen.
10. Remove all insecure jewelry that might fall into food or equipment. Remove hand jewelry when manipulating food by hand.

# LOCAL FOOD SOURCING GUIDELINES

Farmshed wants to help grow businesses that support central Wisconsin's family and cooperatively owned farms and food businesses. The purpose of these local food sourcing guidelines is to ensure that the actions of our food producers intending to process and sell products are consistent with Farmshed's mission statement:

***"Farmshed's mission is to grow a resilient local food community"***

## **Sourcing Local Products**

Farmshed works to support local farms and businesses in our community. With this objective, we strongly encourage the user of this facility and kitchen to source the majority, or, as much as possible of the ingredients locally and/or within the state of Wisconsin. A quick reference of farms and businesses in the Central Wisconsin Farm Fresh Atlas and what they produce will be provided. The Stevens Point Area Co-op runs a LOCAL PRODUCE CASE PROGRAM for bulk ordering of various local and/or organic produce. Contact the Co-op for more information.

*Helpful hint: small menus/ingredient lists are more feasible to source locally.*

See The [Farm Fresh Atlas of Central Wisconsin](#) Quick Reference Guide for:

### **Local Farms:**

- Eggs
- Fish
- Fruit
- Herbs
- Honey
- Legumes
- Maple Syrup
- Mushrooms
- Meats (beef, pork, lamb, goat, bison, rabbit)
- Poultry (chicken, turkey, duck)
- Value-Added Products
- Vegetables

### **Local Food Businesses:**

- Bakery
- Beer/Soda/Spirits/Tea/Wine
- Coffee
- Dairy
- Oil

## **Source Identified**

You're encouraged to indicate the farms and businesses you partner with on menus, on-site signage, labels, and/or business website that can be easily referenced by customers.

## **Sourcing Non-Local Products**

Products used that are not locally available or limited in quantity: USA, Organic, or Non-GMO versions are preferred. Buying bulk local produce: Work directly with a farm or contact the Steven's Point Co-op for information on the Local Produce Case Program.

## **Kitchen Consultation**

Prior to working in the Farmshed kitchen, a one hour meeting will be allotted free of charge to inform a commercial renter of Farmshed's kitchen policies, food licensing contacts, equipment availability, and facility procedures. Additional appointments will be charged at \$20 per hour.

If renter requires further assistance sourcing specific ingredients based on recipes, a sourcing agreement will be drafted and signed, and a fee of \$20 per hour will be charged to the renter.

### **Disposable Packaging & Supplies**

We partner with the Midwest Renewable Energy Association to purchase compostable packaging in bulk. Kitchen renters are able to purchase these items, as necessary, for their business at wholesale rates.

## DISCLOSURES

### Liability

Whereas, the below named individual/organization/group desires to use Central Rivers Farmshed, Inc.'s facility at 1220 Briggs Court, Stevens Point WI, 54481 and Farmshed has approved the use of these facilities, the renter does hereby agree as follows:

- To assume full legal and financial responsibility for any and all damages to Farmshed facilities and/or equipment/parts used while conducting this activity, and to be responsible for the removal of all personal materials prior to leaving the building or facility at the completion of each activity. Charges will be assessed to the undersigned for restoration and property removable if applicable;
- To conform to all applicable policies, rules, regulations and standards of conduct as established by Farmshed;
- To grant Farmshed, its employees, agents and representatives the authority to act in any attempt to safeguard and preserve the health and safety of participants during the use of these facilities including authorizing medical treatment on behalf of participants at the participant's expense and of returning the participant to their home;
- To indemnify and save harmless Central Rivers Farmshed, Inc. from and against any and all loss, damage claim, demand, liability or expense by reason of any damage or injury to property or person which may be claimed to have arisen as a result or in connection with the facility, and hereby agrees to reimburse Central Rivers Farmshed, Inc. for any and all costs to repair all damage that may be caused directly or indirectly to the facilities during the time period of occupancy and/or use of said premises
- To provide proof of insurance when requested by Farmshed;
- To accept full responsibility for all legal claims resulting from the use of the facility;
- To acknowledge reading this document and understanding and accepting the terms stated;



**Farmshed Kitchen Agreement Signature Page**

Renter shall abide by all the terms of the Farmshed Rental Agreement and Policy Guide.

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Renter Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Farmshed Signature: \_\_\_\_\_ Date: \_\_\_\_\_