

St. Stephen's Kitchen Rules & Rental Agreement

Kitchen Overview:

The St. Stephen's kitchen is a shared-use, licensed commercial kitchen. It is maintained for the operation of the Harvest House, a community feeding ministry of St. Stephen's. In addition, the St. Stephen's kitchen provides space for local farmers and food entrepreneurs to explore new food business ideas with minimal capital investment, allows farmers to add value to their raw agricultural products, and creates opportunities for existing food businesses to sustain and scale-up.

Product Licensing:

Each processor must have the appropriate licensing from the Connecticut Department of Consumer Protection and the Chatham Health District. The processor is responsible for contacting the appropriate agencies for approval and licensing, as well as the scheduling of inspections.

The processor must provide a letter from the appropriate agencies approving each product, to be kept on file at St. Stephen's.

Insurance:

All tenants must provide proof of a \$1M product liability insurance, to be kept on file at St. Stephens'.

Background Check: Each processor must complete a background check via Active Screening Faith at the expense of the processor (\$14.50). NOTE: Adverse information on the background check will not automatically disqualify an applicant from renting from St. Stephen's, but may require further discussion and clarification.

Food Safety:

Safety of the food product and processor is the top priority of St. Stephen's. There must be a certified person onsite whenever processing is taking place. Anyone wishing to rent the kitchen for processing must have completed basic ServSafe training and provide a certificate of completion to be kept on file at St. Stephen's.

If at any time St. Stephen's feels that the processor is operating in an unsafe manner, we retain the right to cancel this rental agreement and retain all pre-paid fees.

Rules:

- No children under the age of 16 or untrained individuals are allowed in the kitchen while processing is taking place.
- Processors must wear proper clothing. Sandals, tank tops, and jewelry that could fall in to your product is not permitted.
- Hair must be worn back and covered with a hairnet.
- Gloves should be worn at all times while handling food.
- Beards and mustaches must be covered with a beard net.

Equipment/Tools:

St. Stephen's provides basic equipment (baking sheets, pots, utensils) and consumables (gloves, cleaning solution, plastic wrap) in addition to stove, dishwasher, and refrigerator for

use when on site. Any other equipment needed is the responsibility of the processor and must meet the requirements of the licensing agency and be stored on site in rented storage space.

Storage Space:

Processors who need it may rent lockable cabinet space in the kitchen for \$10/month. The cabinet space may be used for the storage of equipment and non-perishable food. St. Stephen's kitchen does not provide onsite storage for refrigerated goods outside of your rental period (i.e. you can use the refrigerator while onsite, but cannot store goods in the refrigerator when you are not onsite).

Reserving Kitchen Space:

The processor must schedule kitchen use with the St. Stephen's office. Fees can be paid at the time of use or in a monthly invoice. Invoices that are more than 30 days past due will be cause for cancellation of this agreement.

Kitchen rentals will take place in 4-hour blocks. There are no refunds for partial use of a 4-hour block.

Prioritization of Kitchen Use:

St. Stephen's kitchen is located within an active church community. While uncommon, we reserve the right to reschedule kitchen use around events including, but not limited to: funerals, weddings, and special celebrations of holy days. In addition, in the event of severe weather, we reserve the right to close the church facility, including the kitchen, and will work with you to reschedule your lost time.

It is the goal of St. Stephen's to promote locally sourced foods. In the even that kitchen time becomes limited, we reserve the right to prioritize these processors.

Cleaning Deposit:

All processors are expected to maintain a clean and sanitary facility. In addition, all processors must pay an upfront deposit of \$100 for extra cleaning time. In the event that the kitchen requires extra cleaning after the processor leaves, all or a portion of the deposit may be withheld. This deduction will be made at the discretion of the St. Stephen's staff and the processor will be required to re-pay the deposit before their next visit.

Rate Schedule:

- 4-Hour Block of Kitchen Time: \$40
- Locked Cabinet Space: \$10

Cancellation of this Agreement:

The processor may cancel this agreement at any time. St. Stephen's may cancel this agreement for any reason after giving a 30-day notice of cancellation. If St. Stephen's determines that the processor is operating in an unsafe manner or is otherwise breaking the terms of this agreement, we reserve the right to immediately cancel this agreement.

In the event that this agreement is cancelled, we will make a good faith effort to return any equipment or supplies left onsite. After a good faith effort has been made, we will dispose of any remaining equipment or supplies at our discretion.

St. Stephen's Kitchen Agreement

Name: _____

Farm/Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zipcode: _____

Phone: _____ Email: _____

Website: _____

Section 1: Products

Please list products you will be producing:

Section 2: Licensing & Insurance

List & attach copies of the following documents:

- License/approval letters from CT DCP & Chatham Health District
- \$1M Liability Insurance
- ServSafe Certificate of Completion
- Cleaning Deposit of \$100

Section 3: Agreement

I agree to comply with all St. Stephen's kitchen rules, regulations, and requirements. I affirm that all information in this application is complete and accurate.

Signature: _____ Date: _____