

Maple Street Kitchen Rental Agreement for Food Entrepreneurs

It is our goal to offer a clean, efficient, congenial and affordable kitchen and garden space for farmers and other microprocessors producing value-added food products.

We require the following:

- Clallam or Jefferson County Health Dept. permit, or WSDA Food Processor's license
- Certificate of Liability Insurance (1 million per occurrence/2 million aggregate) naming Maple Street Kitchen as 'additionally insured'
- Valid WA State business license
- Washington State Food Handler's Permit for all kitchen workers
- Signed MSK Liability Waiver and Kitchen Rules
- \$50 one-time MSK membership fee, payable at the time of application.

Our Rates

\$25 per hour for incidental kitchen use.

Reduced rates apply:

for those regularly renting the kitchen at least 4 hours/week.

for those whose product includes locally grown ingredients, and
for those under the age of 20.

Limited storage for ingredients, equipment, and finished product is included for those renting the kitchen for at least 6 hours per month. For those who are not using the kitchen 6 hours/month, storage may be available for a negotiated rate.

For seasonal users, we charge a minimum of \$150 per month year-round to maintain storage and hold kitchen space for the following season.

Your Rental includes:

- Use of the entire kitchen space for the rental period, unless you arrange to share the space with another user,
- Propane and 110 and 240v outlets for approved appliances,
- Use of all community equipment including refrigeration, prep tables, induction stoves, pots, pans, bowls, strainers, slicers, cutting mats, etc. Community equipment must be washed, dried and stored before kitchen users leave the premises each day,
- Cleaning supplies, including: dish soap, bleach, and distilled white vinegar,
- Linens and aprons,
- On-site parking for 1 vehicle during kitchen use,
- On-site composting of non-meat food scraps,
- Trash and recycling
- Bathroom supplies including hand soap, towels and toilet paper.
- Wifi: whartstein password: greenshrub786

Your Rental Does not include:

- Knives, spatulas and other handheld smallwares,
- Other specialized equipment needed for your process,
- Foil, cling wrap, gloves and other consumable goods.
- Use of other kitchen user's equipment without permission,
- Personal equipment, ingredients and tools should be labeled and stored in the individual users' storage area at the end of each workday.

Any damage or loss to Maple Street Kitchen premises and/or equipment that occurs as a direct result of your usage is your responsibility to repair, replace and or compensate the owner in a timely manner.

Maple Street Kitchen, LLC and its owners are not responsible for any injury that occurs on the premises including inside the kitchen and surrounding grounds.

We cannot be responsible for lost or missing items. If it is yours, keep track of it during use and store it before you leave. If it is not yours and not community equipment, don't use it. Simple!

Maple Street Kitchen Rules of Conduct

Please Read This Carefully and Repeatedly

- Rent must be paid on the fifth day of each month for anticipated usage. A Late fee of \$25 will be charged for rent paid after the 10th of the month. Rent can be paid via check, cash, Venmo (@mrsvinegar) or PayPal (@elizabethwharton1)
- Kitchen Manager will reconcile Hours Used with Rent Paid at the end of each month and email all Kitchen users an invoice for the upcoming month. This will go out before rent is due on the 5th.
- There is a \$150 monthly minimum to maintain on-site storage and to reserve your space in between seasons. If you do not want to pay this during the off season, you must remove your personal equipment, ingredients and product; and let us know when you anticipate returning. You will receive priority over new renters, but there is no guarantee.
- Book your kitchen time on the Shared Google Calendar (first come first served). If there are multiple users interested in the same time slots, flexibility is encouraged. Maple Street Kitchen strives to serve as many food businesses as possible in a limited space. We can keep costs lower if we can accommodate more users. If you want to work our a way to share/overlap with another kitchen user, that is your option in which case both users should show up on the calendar.
- Log your hours on the clipboard at the end of each working day. Your rental starts when you walk in the door, and ends after all the closing responsibilities are completed. Rental charges will be figured on 15 minute increments.
- If you need to cancel your kitchen reservation, 75% of the rental charge can be refunded if you give 2 weeks notice. (\$150 monthly minimum will still apply). If you need to change your reservation, there is no fee to do this if there is an open slot on the calendar.

- You may have 1 helper/employee working with you at a time. No children under the age of 16 (13 and older are ok if they are family members). No dogs, no babies. All workers must meet with the owner and read and sign the Liability Waiver and Kitchen Rules documents before beginning work.

When You Arrive

- Kitchen access is through the back door where there is a Code Lock. Codes will be changed periodically and will be sent to current renters via email and text.
- On-site parking is limited to one vehicle and should be on the northside of the kitchen accessed by Maple Street.
- When you arrive, the kitchen should be clean and free of clutter and all lights should be off. If you encounter anything out of order, please notify Betsy immediately.
- You may encounter some clean tools and equipment on the drying cart left by a previous user. Please return these items to their designated storage location. If you need to leave some things before they are completely dry, it is the responsibility of the next user to put these items away.
- Log yourself and your helpers in on the clipboard. Include a note about what activities you will be doing.
- Check the bulletin board for any new information. Updates will also be sent out via email, so be sure to check your email from time to time if you don't want to spend kitchen time reading.

Community Courtesy and Congeniality

- Feel free to have fun and play music, but remember we are in a residential zone and don't want our neighbors to be disturbed by sights, sounds, and smells related to the kitchen business.
- Keep your personal ingredients and tools organized and stored properly when you are not on site.
- Please do not use other people's stuff without their written permission.
- Please attend the quarterly Meet and Greet hosted by Maple Street Kitchen where we can solve issues, share knowledge and ideas and welcome new entrepreneurs.
- No intoxicating substances on site.

Safety and Sanitation Systems:

- We expect that all kitchen users understand and follow Safe Food handling practices as outlined in the state Food Handlers training and WSDA processing rules. If you need clarification please ask.
- If you are sick, follow health department guidelines and stay home! Maple Street Kitchen will attempt to reschedule your kitchen reservation if you need to change your work plan due to illness.
- Always wear closed toe shoes with good tread when working in the kitchen or on the grounds.
- Young children and pets are not allowed in the kitchen.

- **Linens:** Maple Street Kitchen provides clean recycled blue surgical towels in two sizes for food related needs. These will be found in the Blue plastic linen tub. Clean reusable hand towels are provided at the handwashing sink and in the bathroom. Floor towels are located in a dish tub under the dish sink. All used linens should be placed in the Red plastic laundry tub at the end of your work time.
- **Dishwashing:** the triple sink is available for dishwashing in a right to left direction, with hot soapy in the first sink, hot rinse in the second and cool sanitizing in the third sink.
- Maple Street Kitchen provides Castille soap for non-greasy washing, Dawn for greasy projects, and Bleach (1 tsp/gallon) or 12% Vinegar (½ cup/gallon of water) depending on your protocol.
- Clean equipment should be air dried, and may be left on the red dish cart if it is not completely dry when you leave. If clean dry equipment is left on the cart when you arrive, please store it appropriately.
- Please do not oversoap or over sanitize.
- If you are washing small items, please use the large stainless steel bowls as ‘mini-sinks’ to minimize water consumption.
- All Sinks (and ‘mini sinks’) should be cleaned, free of soap scum and dried at the end of your workday.
- The produce sink should never have soap in it.

Mix a Fresh batch of Sanitizing Solution for your day.

- If using bleach, use 1 tsp per gallon and test with the Test Strips provided to ensure you have a 1% solution.
- If you are using a vinegar solution, Maple Street Kitchen provides 12% vinegar which is more than twice as concentrated as standard household vinegar. We recommend 1/2 cup per gallon of this vinegar as a sanitizer.

Refrigerator: do not put steaming hot food into the refrigerator. If you spill anything, remove everything below the spill and clean all surfaces with a vinegar sanitizing solution taking care not to drip anything on other people’s containers.

Ventilation: Please use the wall fan located on the south wall of the kitchen when cooking to dissipate moisture and smoke. Be sure to turn this fan off when you are finished for the day.

Heat: There are separate heating units in each room. In general, we ask that you please do not adjust these units. If you are really cold and want to give yourself a blast of heat, please remember to return the thermostat to 58 degrees when you leave. And do not adjust the storage room at all.

If something is missing or broken, please let us know by text immediately.

When you Leave:

- As a kindness to the next user, please strive to leave the place a little cleaner than you found it.
- All community equipment should be washed, and sanitized and left to air-dry. If equipment is dry before you leave, it may be returned to the storage location where it was found (see map).
- Personal tools and ingredients should be stored in a labeled bin as agreed in your rental agreement.
- Vegetable waste should be left in one of the 5 gallon composting buckets.
- Recycling (aluminum, tin, clean paper and cardboard, and plastic bottles can be placed in the Blue Recycling cart.
- Trash cans should be emptied when filled and placed in the Green Trash Cart. IF you have stinky trash, especially meat, please bag it separately. Otherwise, plastic can liners are not needed. Please minimize single-use plastic and paper towels.
- All kitchen and bathroom surfaces that you touched including prep tables, sinks, handles, light switches and walls must be cleaned, sanitized and dry before leaving.
- Floors should be swept and mopped before leaving. Wet mop should be wrung out and hung to dry adjacent to the mop sink.
- Check that the refrigerator and freezer are closed tightly.
- All appliances should be left unplugged, unless you are actively using a dehydrator or slow-cooker and will be back to finish the process. If you are leaving with something in process you MUST notify the Kitchen Manager ahead of time.
- Bathroom should be cleaned and sanitized separately before leaving.
- Used community linens should be wrung out and left in the Red Plastic laundry tub for washing.
- Log out on the clipboard. Note any problems that arose, or supplies needed.
- All lights and ventilation fans should be off. There is a motion sensor light on the back door and on the parking area if you are leaving in the dark.
- Thermostats should all be set according to the instructions located on the wall near the heaters.
- Lock the roll-up garage door and the front door from the inside, and exit through the back door, making sure it is locked when you leave.

I have read and understood the above document in its entirety. I have had the opportunity to ask questions and agree to follow the protocols set forth in this agreement.

Name:

Date

Business Name: