

## **Brown County Culinary Kitchen**

## **FACILITY USE AGREEMENT**

This agreement is made between the Brown County Culinary Kitchen and the Kitchen User. The Kitchen User hereby agrees to the following terms set forth in this document.

### **Rate Schedule:**

- A. \$ 15.00 per hour paid at the end of each day.
- B. Other terms agreed upon.

### **Required Reservation:**

- A. All reservations are made on a first-come, first-served basis.
- B. Reservations must be made at least one working day prior to the time requested.
- C. Cancellation(s) must be made at least one day before scheduled use to avoid charges for reserved time.

### **Liability of Kitchen User:**

- A. The Kitchen User will provide proof of a minimum of \$1 million in General and Product Liability Insurance before any food can be processed. A certificate of insurance will be kept on file at the Brown County Culinary Kitchen. Curative Connections should be named on the insurance certificate.
- B. The Kitchen User will be required to complete a Food Server Sanitation Course.
- C. The Kitchen User (KU) is responsible for obtaining the appropriate “food processing license” and only those products can be made in this kitchen. The KU shall also follow all federal, state, and local guidelines to produce said product(s). A copy of the current license will be kept on file at the BCCK. The KU may not process at any facility where they do not hold a current food processing license.

### **Security:**

- A. The Kitchen User will be entitled to one (1) access card to The Brown County Culinary Kitchen. Said card cannot be duplicated, use of the card is limited to the registered Kitchen User or authorized agent. Upon termination of use, the card is to be returned to the Brown County Culinary Kitchen.
- B. The BCCK is not responsible for any equipment or supplies the Kitchen User brings to use at the kitchen.
- C. The Brown County Culinary Kitchen staff reserves the right to inspect the premises at all times.

### **Safety and Sanitation:**

- A. Kitchen Users will abide by “Good Food Manufacturing” standards and follow the Kitchen & Safety Guidelines.
- B. Kitchen Users are responsible for cleaning the kitchen after use. If the kitchen is not cleaned properly there will be a cleaning fee applied to cover cleaning costs.
- C. The Kitchen User will submit all required “Daily Use” forms.

### **Services to Be Provided:**

The BCCK agrees to provide the Kitchen User access to the kitchen facilities and other services.

- A. Facilities/Equipment. Additional storage space can be rented if available.
- B. Services provided shall include but not be limited to technical assistance.

\_\_\_\_\_  
Signature: Kitchen User

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature: BCCK Representative

\_\_\_\_\_  
Date