

Dear Prospective Member,

Thank you for your interest in the East Side Community Kitchen located at 347 N. Plum Street in Lancaster. Our mission is to provide approved kitchen space for a variety of food-based businesses. Our 1400+ sq ft facility has a 10 burner gas range, two convection ovens, meat slicer, walk-in refrigerator and freezer, and ample prep spaces. The kitchen operates on a 24 hour, 7 day a week schedule. Kitchen time is available on a contract basis with set weekly hours or can be used on an as needed basis. Below is a list of documents we need before you may begin at the facility. Please contact us at 717.330.4101 with any questions or if you need help completing any part of this packet. We look forward to working with you!

#### Kitchen Membership Checklist

1. Application
2. Copy of your Health License – if you need to obtain a license, contact Kim Wissler at Lancaster City Health Department
3. Copy of your liability insurance
4. Signed liability waiver
5. Non-Compete agreement
6. Kitchen Rules
7. Security Agreement
8. Scheduling Agreement
9. Payment Agreement
10. One time \$50 membership fee

Return all documents to the kitchen in person or mail to 347 N. Plum Street, Lancaster, PA 17602

## Application

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (Home or Business) \_\_\_\_\_ Mobile \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Email Address \_\_\_\_\_

Years in business \_\_\_\_\_ Business Organization Type \_\_\_\_\_

Business Description (Include products & type of cuisine, services, and where products sold)

\_\_\_\_\_

\_\_\_\_\_

List equipment needed (sorry, no fryers)

\_\_\_\_\_

Will you need the kitchen on a contract basis (set hours each week) or as needed?

If contract, indicate preferred work hours (kitchen operates 24/7)

\_\_\_\_\_

Will you need storage space in the cooler? \_\_\_\_\_ Freezer? \_\_\_\_\_ Dry Storage? \_\_\_\_\_

Will you need to receive deliveries on site? \_\_\_\_\_

How did you hear about the kitchen? \_\_\_\_\_

## Non-Compete Agreement

It is the intent of the East Side Community Kitchen to create and foster an environment of support and camaraderie among its members. The success of every business is our goal. For the protection of all members, their products, and their services kitchen members will not

- Pursue another members clients, customers, or accounts
- Infringe upon the products, recipes, services, or techniques as demonstrated by another member
- Engage in any activity which would damage the business, progress, or reputation of another member

Failure to maintain this agreement can result in suspension or revocation of kitchen membership.

I understand and agree to the above non-compete agreement.

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Signature

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Print Name

## Payment Agreement

- Payment for kitchen usage is due at the time of usage
- Membership fee is \$40.00 per month. Two hours of usage is included, and each additional hour is \$20 per hour.
- Late payments may be assessed a 10% penalty
- Checks are to be made payable to East Side Community Kitchen
- Failure to make payments will result in kitchen suspension
- Returned checks will be assessed a \$25.00 fee
- Must have valid credit card on file
- Agree to have payments automatically billed monthly, on the 1<sup>st</sup> of each month
  - Every month, two hours will automatically be billed to your account
  - If you do not use those hours, they will accumulate to be used for future months, up to 12 hours.
    - Example: If you do not use the kitchen for three months, you are still billed \$40/month, but now have 6 hours accumulated for use without additional fees.

I agree to the above payment agreement.

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Signature

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Print Name

## Security Agreement

To insure the safety and security of all kitchen members and their property please adhere to the following rules

- Keys and security codes cannot be transferred
- Doors are to be locked AT ALL TIMES even during operating hours
- Alarm must be set when exiting building
- A security deposit of \$150.00 may be collected
- A key deposit of \$50.00 is due at the time of key issuance

Failure to maintain building security will result in suspension of kitchen usage. If you have questions about the alarm system or building security, please ask.

I agree to the above security agreement

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Signature

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Print Name

## Scheduling Agreement

- Schedule hours as accurately as possible
- Scheduled hours will be billed unless a cancellation is received at least 72 hours in advance
- You may extend beyond your hours only if space is available
- One half hour of unbilled clean up time is permitted after scheduled hours
- Standing reservations are permitted, but no refund is given for unused hours
- A copy of the kitchen schedule is submitted to the Health Department monthly or as requested

I agree to the above scheduling agreement.

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Signature

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Print Name

## Kitchen Rules

To provide a safe and productive atmosphere please adhere to the following:

- Proper attire must be worn at all times
  - Proper hair restraints, no open toe shoes, no sleeveless shirts
- Adhere to your scheduled hours
- Treat common areas and equipment with care
- Report any equipment damage or malfunction immediately for repair
- Clean up properly – wipe down and sanitize equipment and work areas after use, wash kitchen wares and return to their proper location, sweep & mop floor, and take out your trash. You are given a half hour of unbilled clean up time – use it! Failure to clean up properly will result in a warning, fine, and eventual kitchen membership suspension or revocation
- Bring your own disposables and food storage items – foil, plastic wrap, Ziplocs, cambros, food storage containers (NSF), trash bags, & parchment
- Label all stored items properly or they may be discarded
- Familiarize yourself with proper food handling and storage procedures
- Clean as you go to maintain a safe and tidy environment
- Respect other kitchen members work area and property
- Only authorized kitchen members may be present in the facility unless advance permission is obtained
- Professional conduct is expected at all times
- No disruptive music, language, or activities

I agree to the kitchen rules

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Signature

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Print Name