

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. The process to become a member is detailed below. Please contact us at Leah@eastsidecommunitykitchen.com 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. Take Serv Safe Food Handler's Course Information on the course is found here: <http://www.servsafe.com/ss/foodhandler/>
2. Complete kitchen application
3. Obtain liability insurance which covers your products and lists East Side Community Kitchen as additional insured
4. Schedule a meeting with kitchen staff and Lancaster Health Department

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.

Signature

Print Name

Payment Agreement

- Rent is processed on the first of each month
- A credit or debit card must be kept on file for auto drafting of payment
- Late payments may be assessed a 10% penalty
- Failure to make payments will result in kitchen suspension

I agree to the above payment agreement.

Signature

Print Name

Security Agreement

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

- Keys cannot be transferred
- Doors are to be locked AT ALL TIMES even during operating hours
- Key replacement fee is \$25

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

I agree to the above security agreement

Signature

Print Name

Scheduling Agreement

- Schedule hours as accurately as possible. Cancel reserved hours as soon as possible if you are unable to make your scheduled time.
- You may extend beyond your scheduled hours only if space is available
- One half hour of unbilled clean up time is permitted after scheduled hours
- Standing reservations for hours are permitted.
- Failure to properly schedule hours or “no shows” will result in suspension
- A copy of the kitchen schedule is submitted to the Health Department monthly or as requested

I agree to the above scheduling agreement.

Signature

Print Name

Kitchen Rules

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

- Proper attire must be worn at all times
- 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 and one assistant 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

Signature

Print Name

