

48TH STREET



Policy & Operation Agreement

Information

Location: Kentwood Activities Center
355 48th St. SE
Kentwood, MI 49548

Application and User Fees

- \$20 application processing fee (one time only)
- \$25 per hour during regular business hours (add \$15 per hour outside of regular business hours)
- \$125 security deposit (refundable)

The security deposit will be charged at the time of the initial reservation. Deposits will be refunded within 2 weeks after the rental if no damages occurred, no extra cleaning was required, and there was compliance with this Agreement.

Cold Storage Fee (freezer and refrigerator only)

- \$20 per shelf

Our storage space is very limited. Please contact the Kitchen Manager for availability.

Cancellation/Changes

No refunds or changes are allowed within 30 days of reservation. Cancellations or changes made more than 30 days prior may be fully refunded minus a \$25 administration fee.

Kitchen Amenities

1. 48th Street Kitchen rental includes use of workspace, food preparation tables and cooking equipment located within the commercial kitchen area.
2. Limited cutlery and cookware is available. Professional cooks and chefs may wish to supply their own. Please discuss small-ware needs with the Kitchen Manager.
3. Cleaning supplies (paper towels, sanitizer, towels, dish soap and floor cleaning supplies) are provided by Kentwood Parks and Recreation. Users must supply their own personal use items (aprons, hair restraints and gloves).

Scheduling Kitchen Time

Kentwood Parks and Recreation will try to accommodate all rental time requests. The kitchen is carefully scheduled in order to maximize usage. If your production time is taking longer than expected please contact the Kitchen Manager to ensure it will not impact the next renter. User must include pre and post cleaning of the kitchen.

48TH STREET

KITCHEN

Facility

Kentwood Parks and Recreation will provide users with a clean, sanitary commercial kitchen with a checklist to complete before and after each use. All production must take place within the kitchen area. Notwithstanding the foregoing, it is the responsibility of each user to sanitize all surfaces and equipment before, during and after use. All users are responsible for leaving the kitchen clean.

As a condition to its use of the facilities, the user acknowledges and agrees that the City's provisions of the kitchen and equipment as provided for in these policies is a governmental function and the user, on behalf of itself, its employees, agents, and contractors, waives any claim to the contrary.

Kitchen Rental Procedure

The kitchen is available for new businesses, caterers, and special events. The following rental procedure must be followed in order to use the kitchen.

1. Contact the Kitchen Manager to become familiar with the 48th Street Kitchen facility and amenities. A tour can be scheduled.
2. Begin the process of obtaining the appropriate commercial licensing through either Michigan Department of Agriculture and Rural Development (MDARD) or the Kent County Health Department. This is determined by your food products, preparation methods and how they are consumed by the customer. If you are unsure what type of licenses are required, please contact MDARD at 1-800-292-3939 or the Kent County Health Department at 616-632-7100.
3. Secure commercial liability insurance in the amount of \$1 million listing the City of Kentwood as additional insured.
4. Review, complete and submit the User Application along with payment.
5. Once the previous steps are completed you will need to schedule an on-site inspection with your licensing agency. MDARD and/or the Kent County Health Department will want to observe your food preparation and process. They may approve you immediately and issue you a license or they may require some additional steps and offer guidance. Please make sure to coordinate your on-site inspection with the Kitchen Manager to make sure the kitchen is available.

Cleaning Responsibilities

1. Complete the kitchen checklist.
2. Remove any food or debris from surfaces.
3. Empty and replace trash liner.
4. Dispose of all trash, recyclables and grease using the proper procedure.
5. Clean up time is to be included in your reservation.
6. Return all equipment and small-wares to their original location.
7. In the event of an emergency please contact Kentwood Parks and Recreation staff immediately.

48TH STREET

KITCHEN

Kitchen Rules

1. Treat the kitchen area and equipment as if it were your own.
2. Do not remove any equipment. All equipment in the kitchen is available for use within the kitchen area as long as it is returned to its original location.
3. All equipment must be kept clean and in working condition.
4. If damage occurs the user will be responsible for repair or replacement of the item damaged.
5. Only the user and employees under direct supervision are allowed in the kitchen during processing, preparing, packaging or handling of commercial food.
6. No children are allowed unsupervised in the kitchen.
7. No pets are allowed in the kitchen area.
8. Repeated health code violations may result in termination of your kitchen use.

Disclaimer

The use of the kitchen facilities and associated equipment is recognized by the user to be inherently dangerous and poses a serious risk of harm or injury (including death). To the full extent permitted by law, the City of Kentwood shall have no liability or responsibility for the user's use of the kitchen or equipment as provided for in these policies and the City accepts no responsibility for the use of the same. The user, on behalf of itself and its employees, agents, and contractors, assumes all risk for loss, injury (including death), or damage as well as all responsibility for the use of the kitchen, all associated equipment, compliance with these policies, and all legal requirements. The user, without limitation, agrees to indemnify and hold harmless the City of Kentwood, its officers and employees from any and all claims, damages, costs, fees or injuries (including death) of any kind or nature, arising out of the use of the kitchen, its equipment, or appurtenances by the user, its employees, agents, contractors, invitees or others. The user shall have no duty to indemnify and hold harmless the City from claims caused solely by the gross negligence of the City's employees, officers, or agents.

48TH STREET



Cleaning Checklist

Renters are responsible for cleaning and sanitizing all surfaces and equipment before and after use. Kentwood Parks and Recreation will contract regular weekly and monthly deep cleaning services.

	Before	After
Equipment, dishes, pots, pans and utensils are cleaned and stored properly.		
All sinks are cleaned and sanitized.		
All prep tables and counters are cleaned and sanitized.		
Sweep and mop floor.		
Dispose of all trash, recyclables and grease using the proper procedures.		
Remove and clean any food debris or spills from surfaces including the refrigerator and freezer.		
Put all used items back in their original location.		

⊗ _____
User Signature

____/____/____
Date

⊗ _____
City Staff Signature

____/____/____
Date

Notes:
