

Exhibit B – Rental and Use Policies for the Guilford County Cooperative Extension Low Risk Shared Use Kitchen

- 1. Rate Schedule:** The attached Fee Schedule (Exhibit A) shows the fees attached to the different services provided by Guilford County (GC). This schedule may be changed at any time. Efforts will be made to give users as much notice as possible before changes are made.
- 2. Standard Operating Procedures (SOP's):** The attached SOP's (Exhibit C) are the core tools (along with the Rental & Use Policies and the GC User Agreement) to insure that all food production at the Guilford County Low Risk Shared Use Kitchen (GCLRSUK) takes place in a safe and sanitary manner. To help new Users develop good production habits, we have developed an SOP Checklist to be used during kitchen use. This checklist shall be turned in along with the Production Sheets at the end of production. The SOP's may be updated periodically and will be posted on the board with the Production Sheets and sent out electronically. It is the User's responsibility to see that every employee/helper receives, understands and follows any updated policies.
- 3. Facility Use:** Users must request use of the kitchen at least one week in advance. If space is available, requests will be accepted up to 24 hours in advance.
- 4. Cancellations:** Cancellations of kitchen use must be received as soon as possible, but **NO LATER** than 24 hours in advance. Repeated cancellations may result in the User being denied use of the Facility.
- 5. No-Shows:** If no cancellation notice is received 24 hours in advance of scheduled kitchen time, and another User has been denied access due to that prior reservation, then the "No-Show" User will be charged \$25 for the No-Show.
- 6. Eligible Users:** Only those Users and their employees that are registered and authorized by GC are allowed to be in the production areas. Every User must provide GC with an Emergency Contact Form for each employee/helper and certify that each employee/helper has been trained and has received a copy of these guidelines and the SOP's. The registered User must be present during the entire rental period. This person will be responsible for assuring that all Facility policies are followed by all workers for that User. GC will report serious violations to the User by phone or email; the User shall respond and correct the matter within 24 hours.
- 7. NO CHILDREN UNDER 16** are allowed in the kitchen areas. No unsupervised children are allowed in the other areas of the Facility at any time.
- 8. NO LIVE ANIMALS** are allowed inside the building at any time.
- 9. No eating or drinking from open containers is allowed in the food production areas.** Only drinks in covered containers are allowed in the food production areas and must be kept on lower shelves, below any food items.

- 10. Sign-In Production Sheets:** All Users are required to sign-in on a **Sign-In Production Sheet** when they arrive at the Facility and begin to assemble their products. All Users must complete a Facility Checklist (on the back of the Sign-In Sheet) to note any areas of the kitchen that need attention. Users sign-out when they are finished cleaning the Facility. There will be a **half-hour set-up time** allowed, off the clock, so that Users may bring all their needed equipment and supplies into the kitchen and get set up for efficient processing. Failure to accurately sign-in and out may result in the User being denied use of the Facility.
- 11. Cleaning time** at the end of each User's operation will also be off the clock, to insure thorough cleaning and sanitation. Abuse of this cleaning time may result in additional hourly processing charges.
- 12. Facility Failure:** In the event of equipment failure or other Facility issues that compromise production, no charge will be made for lost hours. Users **MUST** fill out a Facility Incident Report within 24 hours of the occurrence to be eligible for a credit.
- 13. Garbage Disposal:** Use only the GC dumpster. **DO NOT USE ANY OTHER DUMPSTER ON THE PROPERTY.**
- 14. Shared Use Facility:** Please remember that this is a Shared-Use Facility with **NO** janitorial service. If you notice that trash containers in the break room or rest rooms are getting full, please empty them into the dumpster and re-fit them with plastic trash bags. The same is true for toilet paper, paper towels, etc. If you use it, please clean it. Wipe the table, sink, and refrigerator. Sweep the floor if it needs it. This space is for your convenience, please take care of it.
- 15. Small Wares:** Users will provide their own towels, pots, pans, small wares & other special items necessary to their specific production needs. Do not leave your personal small wares or cleaning rags in the kitchens. They may be thrown away without notice.
- 16. GC does NOT provide thermometers or scales for use in production. Users should invest in such equipment to meet their regulatory & record-keeping needs.**
- 17. Deliveries:** GC does not receive shipments addressed to Users. It is the responsibility of the User to make arrangements to be on-site when deliveries are scheduled.
- 18. Guilford County Property:** No equipment or others items belonging to Guilford County is ever allowed to leave the premises.
- 19. Fine.** The fine for violation of Facility policies is a minimum of \$100.00 per occurrence.