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(Exhibit B)
Rental and Use Policies
for OOTGP/Nussbaum's Shared-Use Kitchen

1. Rate Schedule: The Fee Schedule (Exhibit A) shows the fees attached to the different services provided by Out of the Garden Project (OOTGP). 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 SOP's (Exhibit C) are the core tools (along with the Rental & Use Policies and the OOTGP User Agreement contract) to ensure that all food production at the Out of the Garden/Nussbaum's Shared Use Kitchen (OOTGP/NSUK) 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 each 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 employed or helping with production receives, understands and follows any updated policies.

3. Facility Use: OOTGP/Nussbaum's Shared-Use Kitchen is available 24 hours a day, 7 days a week. Users will buy a bundle package of hours at the beginning of the calendar month and may request use of the kitchen throughout the calendar month in advance through our calendar booking system. If space is available, requests will be accepted up to one (1) hour in advance.

- New kitchen users need to schedule their NC Dept. of Agriculture kitchen inspections and first kitchen use **Monday through Friday, 8am to 5pm**, so the Kitchen Coordinator can be on site. Upon request and after first kitchen use, kitchen user will be given 24/7 access.

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 no communication has taken place with the kitchen coordinator, then the "No-Show" User will be **charged \$25 for the No-Show**. Cancellations due to illness or family emergencies will not be charged.

6. Tardiness: Your uncharged set-up time in the kitchen begins at your scheduled time and continues for 30 minutes, regardless of when you arrive. 30 minutes after your scheduled time, the clock starts on your charged kitchen use.

7. Eligible Users: Only those Users and their employees that are registered and authorized by OOTGP are allowed to be in the production areas.



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- Every User must provide OOTGP 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 that is ServSafe Managers level food handlers certified must be present during the entire rental period. The registered User will be responsible for ensuring that all Facility policies are followed by each employee/helper. OOTGP will report serious violations to the User by phone or email; the User shall respond and correct the matter within 24 hours.

8. NO CHILDREN UNDER 16 are allowed in the kitchen areas unless approved by the Department of Agriculture. No unsupervised children are allowed in the other areas of the Facility at any time..

9. NO LIVE ANIMALS are allowed inside the building at any time.

10. 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, or on the white table.

11. Sign-In and Record Keeping: All Users are required to sign-in on the *Kitchen Visitor Log* when they arrive at the Facility. Users sign-out when they are finished cleaning the Facility. Failure to accurately sign-in and out may result in the User being denied use of the Facility.

- All Users must complete a *Facility Checklist* to note any areas of the kitchen that need attention.
- All Users must complete a *Production Sheet* to record the items produced, the ingredients and sources used. These documents can be filled out digitally and will be sent to you by the kitchen coordinator.

13. 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 and communicate the incident with the kitchen coordinator.

14. Trash and Recycling Disposal: Please be sure to separate garbage and recycling. For trash, use only the identified receptacle at the Nussbaum center. For recycling, use only the brown receptacles provided by the city of Greensboro which are located outside of the facility.

15. Shared-Use Facility: Please remember that this is a Shared-Use Facility with NO janitorial service. Users are solely responsible for cleaning and sanitizing the kitchen and prep room areas. In addition if you notice that we are running low on cleaning supplies please replace the items with the extra supplies that can be found in the office beside the kitchen. If any of the supplies are out of stock please contact the kitchen coordinator.



16. Smallwares: Users will provide their own special equipment necessary to their specific production
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needs, unless otherwise communicated by the kitchen coordinator. **OOTGP does NOT provide thermometers or scales** for use in production. Users should invest in such equipment to meet their regulatory & record-keeping needs. Items that are available for Users are disclosed during the kitchen tour, and should be properly cleaned, sanitized, and returned to original location. Do not store those items with your personal equipment. Do not leave your personal small wares or cleaning rags in the kitchens. They may be thrown away without notice.

17. Linens: Users are required to provide their own clean aprons, cleaning towels (bar mops) and dishcloths each time they use the kitchen. All items requiring laundering, such as towels, dishcloths, and aprons, must be removed at the end of each shift and laundered by the User.

18. Deliveries: OOTGP/Naussbaum's shared use kitchen 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 and communicate set deliveries to the kitchen coordinator.

19. OOTGP/Nussbaum's Property: No equipment or other items belonging to Out of the Garden Project/Nussbaum's shared use kitchen is ever allowed to leave the premises.

20. Storage: Storage costs will be handled by the Nussbaum center and should be arranged with Lisa Hazlett (lhazlett@nussbaumcfe.com). The Nussbaum Center will be handling all arrangements to store necessary equipment and/or products. They will be approved on a case by case basis according to the level of need per User. Users should comply with the following FDA regulations demonstrated in Safe Plate:

- Items are kept 6" off the ground,
- dry food should be stored in sealable plastic boxes (no cardboard boxes),
- dates and items are properly labeled,
- dry items such as flour, sugar, etc. should be sealed and placed in plastic containers.
- Products in refrigeration should be monitored by the User and follow FIFO procedures.

21. Fine: Failure to comply with these policies will result in verbal warning, followed by a written warning at a second occurrence. A third violation will result in a \$100 fine, and any additional occurrence may result in termination of your rental contract.