

Ajo Farmers Market & Cafe Kitchen Rental Agreement

Kitchen Overview:

The Ajo Farmers Market & Cafe is a fully licensed, commercial kitchen. It is home to Ajo CSA, but also provides kitchen rental space for local food entrepreneurs to explore new business ideas.

Certification and Inspections:

The Ajo Farmers Market & Cafe is inspected by Pima County Health Department. Renters are required to have a Pima County Food Handlers Permit and are expected to familiarize themselves with Pima County commercial kitchen rules and regulations. Pima County Food Handlers information is provided below:

<http://webcms.pima.gov/cms/One.aspx?portalId=169&pageId=319223>

Health & Safety:

Safety of the food product and the producer are the top priority in the Ajo Farmers Market & Cafe commercial kitchen. The staff at Ajo Farmers Market & Cafe retains the right to enter and inspect operations at any time during use.

Basic Safety Rules:

- 1.) No children under the age of 15 OR untrained individuals are allowed in the commercial kitchen.
- 2.) Renters must wear appropriate clothing.
- 3.) Hair must be worn tied back.
- 4.) Fingernails should be short and clean.
- 5.) All cuts must be bandaged and covered with a finger cot and gloves.
- 6.) Renters who are sick or have infected cuts, lesions, or boils will not be permitted to utilize the kitchen until they have been treated.

All individuals using the Ajo Farmers Market & Cafe commercial kitchen must wash hands before handling food, after using the restroom, after eating, drinking, smoking, touching the face and other bare human body parts, blowing nose, contact with raw food, after handling soiled equipment or utensils, and after handling service or aquatic animals. Hand washing must be done at a designated hand wash station.

Any injuries sustained while on Ajo Farmers Market & Cafe property must be reported immediately to the on-call manager and tenant should seek medical attention if necessary. The on-call manager will notify the Kitchen Manager who will follow up with the tenant and other parties.

Equipment & Tools:

Ajo Farmers Market & Cafe provides basic cooking and cleaning supplies. Sheet pans, pots, pans, plates, bowls, and utensils may be used by renters, but any additional specialized equipment must be provided by the renter. No equipment belonging to Ajo Farmers Market & Cafe shall ever leave the premises.

Storage Space:

Renters wishing to leave tools, equipment, or ingredients on site must rent storage space. Renters must provide clear storage containers that can be closed and clearly labeled with the owner's name. Perishable contents must be labeled and dated. All other personal items must be removed upon leaving the facility.

Cleaning:

All renters are required to leave the kitchen clean. After using the space, renters are expected to throw the trash in the kitchen and dispose in receptacles located in the parking lot. Each renter will be given a Cleaning Checklist that they must fill out every during every kitchen usage. Cleaning must be completed before the end of your allotted time in the kitchen. Failure to properly clean up after usage will result in a fee of \$50 per hour spent in extra cleaning.

Rate Schedule and Payment:

Farmers Market/Pop Up Dinner Rental	\$20 flat fee + 10% of the total profit
Kitchen Rental (no service out of kitchen)	\$10/hour
Dry Storage	\$25/month
Cooler/Freezer Storage	\$25/month

- Do not enter the space outside of your reserved time without prior approval.
- Farmers Market and Pop Up Dinner rentals must be paid the day of the event.
- Recurring payments must be made no later than the 5th of each month.

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Name: _____
Farm/Business Name: _____
Mailing Address: _____
City: _____ **State:** _____ **Zip:** _____ **County:** _____
Phone: _____ **Email:** _____
Social Media: _____

Products:
Please list products you will be producing (or attach a menu):

Terms of Agreement:

Rate:

Payment Method:

Storage:

Acknowledgement of Policies and Procedures Receipt

I, _____, confirm that I have received a copy of Ajo Farmers Market & Cafe Shared-Use Commercial Kitchen Rental Agreement and that my questions regarding any of the policies and procedures outlined in this document have been addressed. I understand my responsibilities as a tenant of Ajo Farmers Market & Cafe's Shared-Use Commercial Kitchen.

Signature Date

(To be kept in tenant's file.)

Ajo Farmers Market & Cafe Kitchen and Safety Rules

- 1.) Enter the kitchen at your scheduled time, leave on time. This includes your set-up and clean up time.
- 2.) Follow the ServSafe guidelines for handling, cleaning, sanitizing, and storage of all food products and equipment.
- 3.) Be mindful and respectful of other tenants, organizations, and events that may be happening in the space. This is a **shared use space**, everyone should get along.
- 4.) Clean up after yourself, leave the space as you found it. Report any cleanliness or maintenance issues to the kitchen manager as soon as you are aware of them.
- 5.) Fill out a cleaning sheet *each* time you use the kitchen. Note anything that does not meet the standards set forth in the Policies & Procedures for the kitchen.
- 6.) Storage areas must be kept clean and are part of your daily clean up. Any food or equipment left by you should meet, and be stored, according to Health Department.
- 7.) The equipment and utensils are meant to be used by the community, you cannot take ownership of a particular piece of equipment, it is for everyone.
- 8.) Clean up spills and accidents in a timely manner so as to ensure everyone's safety.
- 9.) Behave in a professional and courteous manner, become part of the community of the kitchen. Pitch in, help out.
- 10.) Label and date all your product. This will ensure compliance with Health Department regulation and illuminate confusion among tenants.

Cleaning Checklist: Must Be Completed Before the End of Your Allotted Time in the Kitchen

Tenant:

Month: _____

DATE					
Haul all trash outside, clean garbage can if needed					
Clean ovens, stoves, backsplash					
Clean all stainless-steel surfaces					
Sweep all floors, return broom to mop room					
Sweep under equipment					
Mop all floors, return bucket to mop area					
If using steam table, make sure it is emptied and cleaned.					
Turn off all equipment, hood, and hood lights					
Clean and wipe all sinks, disinfect drains					
Clean and put away all dishes, return to where they belong					
Clean table tops, bottoms, and drawers					
Wipe doors of all coolers, freezer, and ice machine					
Refill hand soap, towels, TP if needed					
Brush the grill.					

Failure to comply with these procedures may result in revocation of kitchen lease privileges at the discretion of Ajo Farmers Market & Cafe.

Please note any areas that were *not* clean upon your arrival in the kitchen: