



Harmony Food Cooperative Community Kitchen

Policy Manual for Community Users

Updated August 2021

Harmony's community kitchen will serve local producers and the common health of the community by:

- Initiating a mutually beneficial business model for kitchen users
- Cultivating opportunities for distribution of local, healthy food.
- Expanding our commitment to education.



Harmony Food Cooperative's Community Kitchen is a state-certified commercial kitchen facility available for lease Monday-Sunday, 8 a.m. to 8 p.m. to all community members, community organizations and business groups, food processing entrepreneurs and institutional users who have agreed to follow basic Kitchen Use Policies created to maintain smooth and efficient Kitchen operations.

There are two ways to use Harmony's Kitchen: as a Community Member or as an Entrepreneur. *This document refers specifically to the Community User.* For more information on Entrepreneurial Use, contact productmanager@harmonyfoods.coop or call Lisa at 218.751.2009 ext. 111 for Harmony's Kitchen Guide to Entrepreneurial Use.

Community Use of the Kitchen:

Community Use Rental Policy

Harmony's Kitchen is a *Community* Kitchen which means that it is open for use by the Community-at-large. *You do not have to be a member* to use the Kitchen, and lease fees are priced reasonably and scaled in two-hour, half-day, and full-day increments in order to

accommodate a variety of community uses. It's easy. All you have to do is agree to leave the Kitchen exactly as you found it and follow the guidelines of Use while you're here!

Reserving Time:

You can schedule time in the Kitchen as much as up to a year in advance, or as little as a day in advance depending on the Kitchen's availability. Rates for lease are as follows:

- **Two-Hour: \$25.00** (Special meeting rates apply if you utilize Harmony's Good Food Deli to cater your event while using the Kitchen!)
- **Half-day: \$35.00** (A half-day is considered a time slot of 4 hours, i.e. 8 a.m. – 12 p.m.; 12 p.m. – 4 p.m. and 4 p.m. – 8 p.m.)
- **Full-day: \$70.00** (8 a.m. – 8 p.m.)
- **Owner Discounts:** If you are an owner of the Co-op, you will receive a \$25 off coupon for your first use of the Kitchen, and 10% off Kitchen rates thereafter.

Reservations can be made by calling Lisa Weiskopf, Community Kitchen Coordinator, at 218.751.2009 ext. 111 or by emailing productmanager@harmonyfoods.coop.

Harmony Kitchen Fee Policy –

Bill Payment

Kitchen tenants will be required to pay all rental and service fees on a monthly basis due on receipts, or as otherwise agreed to by The Harmony Food Cooperative Community Kitchen Coordinator. Payment is past due after 10 days. Clients with a past due account may result in the termination of the rental agreement until the bill has been paid and may result in the suspension of future rental use.

Administration Fee

A \$5.00 administration fee will be included in each billing cycle.

Orientation

Orientation of the Kitchen is free and takes about 10 minutes. Basically it includes a walk-through of the Kitchen, an introduction of the equipment, and an explanation of clean-up procedures. Be advised that we do not have a commercial dishwasher! We have a three-deep sink so you must wash your own dishes the old-fashioned way: with your hands and a little elbow grease!! Please schedule with Kitchen Manager in advance of Kitchen Use. (This can include arriving 10 minutes early on the day of Use.)

Check Policy

A \$35.00 fee will be charged for a returned check.

Reservation Policy

Reservations for Kitchen use generally requires one week notice from requested date of use. Availability of the Kitchen is not guaranteed without prior reservation.

Cancellation Policy

The Harmony Kitchen requires no less than 24 hours notice of cancellation. Failure to provide 24 hours notice will require payment of the administration fee associated with each reservation.

In the event that equipment failure renders the facility temporarily unusable, at no fault of the producer, the producer with time paid in advance will be given credit for time paid.

Overstaying Scheduled Time

Kitchen tenants who fail to vacate the Kitchen at the scheduled time will be required to pay Harmony for the value of lost revenue for one full day of Kitchen time, \$70.

Food Code Non-compliance

Kitchen tenants who fail to comply with Minnesota food code requirements while utilizing the Kitchen or any other Harmony food-safe space including dry, refrigerated or frozen storage space will be subject to a cleaning deposit of \$50, a termination of lease, or both.

Leaving Kitchen Unlocked

Kitchen tenants who fail to secure the outside exit door of the Kitchen when leaving will be charged a \$100 fine with no exceptions.

Policy Review

The administration has the right to review all policies, including fee structure, and to make adjustments as necessary to the operation of the Kitchen. Changes in general operating policies will become effective immediately upon receipt of notice to processors. Processors will be notified in writing 30 days prior to any changes in fee policy, or rate structure.

Equipment Policies

Broken Equipment

Report broken equipment immediately to the Kitchen Manager. Call the posted phone number.

1. Damage due to normal wear and tear will be paid by Harmony.
2. If damage is due to improper use or negligence, the responsible company/producer will be billed for the expense of repair.

3. Harmony Kitchen is not responsible for inventory, time, or income loss due to equipment failure. Producers should consider buying insurance that will cover this type of loss.

General Policy

Proper procedures for using the facility and equipment are posted.

1. Shirts with sleeves are required. Open shoes are not permitted.
2. Animals are not allowed in the building.
3. Producers responsible for the agreement with the Kitchen, or other qualified mutually agreed upon personnel must be on site at Harmony Kitchen at all times while production and cleaning take place.
4. Producers are responsible for keeping his or her own personal equipment and belongings secure.
5. The property of Harmony Kitchen is not to be removed from the facility.
6. Harmony Kitchen will make every effort to provide a secure facility, but cannot be held responsible for personal belongings or products or supplies left behind.

Liability

The Harmony Food Cooperative shall not be liable for any damage to either person or property sustained by the tenant or by any third party arising in any way out of the use, operation, occupancy of premises, or sale or distribution of any product manufactured on the kitchen property. The tenant covenants and agrees to indemnify, defend, and save harmless the Harmony Food Cooperative and its employees from all claims, costs, and liabilities arising from or in connection with: damage or injuries to persons (including death) or property in, upon, or about the Harmony Food Cooperative premises, any portion thereof, or resulting from the sale, distribution, and use of any product manufactured by the tenant on the Harmony Food Cooperative and/or Harmony Food Cooperative Community Kitchen premises.

Schedule

The Harmony Food Cooperative Community Kitchen Coordinator and staff will be in charge of all scheduling of kitchen time. An on-line calendar and a physical in-house calendar are available for tenant review. Reservations may be made up to one year in advance.

Access to the Facility

The Harmony Food Cooperative Community Kitchen is open to the public during normal business hours of 8:00 am – 8:00 pm. The food processing and storage rooms are not open to public access. Only licensed processors or pre-approved individuals may be in the production areas. Individuals working in the kitchen under the age of 18 must be in the presence of an adult at all times.

After-hours access to the Facility

Access to the facility after hours via keycode may be granted to approved tenants. In order to comply with updated security procedures, *all keycodes will be changed monthly* and reissued as needed. All approved tenants must sign a waiver of liability prior to after-hours use. All assigned entrance codes are to be kept confidential. The tenant shall not pass the code on to others including delivery vendors. The outside door must be locked at all times while Kitchen is in use, (excluding the time needed to carry products, equipment, etc. in and out of the Kitchen). *If the outside entrance to the Kitchen is left open/unlocked after Kitchen Use, a \$100 fine will be leveled against Kitchen User and User will be responsible for all stolen or damaged equipment if that was the result.*

Number of Tenants in the Kitchen

In order to prevent cross contamination and to minimize unsafe crowding of the kitchen, no more than four tenants from two individual businesses will be allowed in the kitchen at the same time, provided this is agreeable to both processors, the types of processing are compatible, and safety and sanitation policies are not compromised. The total number of people directly involved in processing allowed in the “kitchen area” may not exceed eight.

Storage of Equipment, Supplies, & Inventory

The Harmony Food Cooperative Community Kitchen allows long-term storage of equipment, supplies, and inventory for a monthly rental fee, on a first come first serve basis. Dry storage and Cold/Frozen storage is available in increments of shelf-space or number of pallets used. All storage use must be approved by the Harmony Food Cooperative Community Kitchen director or designated staff. All state laws and guidelines applying to food/ingredient storage must be followed by the individual tenant.

Storage Fees

Dry Storage:

- Large 42X22 cupboard with drawer = \$15/month
- Medium 22X22 cupboard with drawer = \$10/month

Refrigerated Storage:

- On-site upper shelf 30X18 = \$15/month
- On-site bottom shelf 30X18 = \$15/month
- Co-op walk-in refrigerated space = \$4/foot/month

Frozen Storage:

- Co-op walk-in freezer space = \$4.50/foot/month

Inspection

The Harmony Food Cooperative Community Kitchen and its agents shall have the right to inspect at all times. The state licensing agency and food safety inspectors may inspect without advance notice.

Food and Equipment Sanitation

All tenants and their employees/assistants will be required to complete the Harmony Food Cooperative Community Kitchen Usage/Orientation Course under the director of the Harmony Food Cooperative Community Kitchen staff.

Kitchen Forms

In order to make sure that the kitchen is safe and sanitary at all times, the tenant will be required to complete a kitchen use form (see: Arrival & Departure Checklist) indicating that all areas have been inspected by the tenant and found to be clean and equipment in working order for the following tenants. The hourly report and production report will be completed and turned in the day of use.

Kitchen Equipment:

Appliances and Commercial grade equipment:

- TRI-STAR 6 GRIDDLE COMMERCIAL GAS RANGE AND STOVE
- AMERICAN RANGE MAJESTIC CONVECTION OVEN
- HOBART 60 QT MIXER
- CLEVELAND 40 GALLON ELECTRIC SOUP KETTLE
- ASCEND COMMERCIAL 2-DOOR COOLER

- THREE DEEP DISHWASHING SINK

WASH

RINSE

SANITIZE

- KITCHENAID FOOD PROCESSOR



Harmony Cooperative Kitchen Policy Agreement for

Community Users

I, _____, representing myself or my organization named

_____ agree to all of the terms listed in the Harmony Cooperative

Kitchen policy manual.

Signature

Date

Kitchen Manager Signature

Date

Community Use: Required items

_____ Current contact information including:

- Phone number
- Email address
- Physical address