

NORTH COAST FOOD WEB

KITCHEN USE & RENTAL GUIDELINES

Last updated: Jan 2020

Overview

The North Coast Food Web (NCFW) commercial kitchen space is available for use by community partners that meet our criteria and use guidelines. The Kitchen Guidelines are available to potential partners and establish a process for NCFW to accept and schedule kitchen use that best aligns with our mission and our kitchen and stafftime capacity.

The Kitchen Use FAQs on the NCFW website summarizes basic information from this document. Interested groups should read the FAQs and this Guidelines document, then apply through the [Kitchen Use Request survey](#). The Programs Manager will field incoming requests, approve partners with the Executive Director, and schedule partners in the Kitchen Calendar.

Partners

Potential partners and projects:

- Type: non-profits, educational institutions, cooperatives, local food producers, food start-ups/entrepreneurs
 - community groups or for-profit organizations considered
- Aligned with the North Coast Food Web Mission to *“cultivate healthy communities and a vibrant economy through food and agriculture.”*
- Based locally in the Columbia Pacific Region in Clatsop County (Oregon) or Pacific County (Washington) or in the surrounding area

Priority Partners and Projects

Partners should be able to articulate how using our kitchen contributes to at least one of the following:

- Supporting local foods, farmers, or food production
- Increasing access to healthy, fresh, and local foods
- Building community around food
- Supporting diverse and/or historically marginalized identities and cultures
- Offering food or nutrition education

If your organization, project, or event aligns with the following characteristics, you'll be at the top of our list for kitchen use!

- Commitment to accessibility, equity, and inclusivity
- Long-term relationship between the partner organization and NCFW for kitchen use and other collaborations
- Use of locally-sourced food (bonus if you are highlighting local farms and companies in promotion or during your event/project!)
- Cross-promotion of events and programs with NCFW to expand our outreach in the community

Process for Kitchen Use & Rental

Steps for using our kitchen are outlined below:

1. Read the Kitchen Use FAQ (attached below)
 - a. Contact Programs Manager with additional questions
2. Fill out the [Kitchen Use Request Survey](#)
 - a. The NCFW Programs Manager will respond to your survey request within 5 business days.
3. NCFW will determine if the partner is a good fit for kitchen use
4. Approved partners complete and sign the Kitchen Use Agreement
5. Partners work with NCFW Programs Manager to reserve time on the Calendar
6. Before or during the first kitchen period of use, new partners will receive a 30 minute orientation from NCFW representative
 - a. The representative will check the kitchen after the period of use and provide feedback to the partner (first time only)
7. During each period of use, partners fill out the Kitchen Use Log

8. Kitchen Use Agreement will be re-evaluated every 6 months

Requirements

General Guidelines

- Use the kitchen in compliance with food safety and Health Code requirements.
- Leave the kitchen and facility clean and organized (includes fridge/freezer, sinks, dishwashing area, and bathroom).
 - Do not leave food in the fridge, freezer, or pantry.
- Bring all ingredients you intend to use. NCFW pantry items, spices, and food stored in the fridge or freezer are **not** for use unless otherwise specified.
- Plan scheduled time appropriately - plan for time to clean-up. If another rental or event is directly following yours, be ready and respectful of their start time.
- Fill out the Kitchen Use Log each time you use the kitchen.
- Show that each person using the kitchen is Food Handlers certified. Please provide a copy of a valid Food Handlers certification for all persons working in the kitchen during your use or rental period.
- List "North Coast Food Web" as an additional insured on your insurance (this can be home insurance, etc.). If you have questions about adding us to your insurance, you can contact Knutsen Insurance (our insurer). Please provide us with proof that we are listed as additional insured.

For a partner's first time using the kitchen space, an NCFW staff member or experienced volunteer must be present during the scheduled time. The NCFW representative will do a short training (30 minutes) to go over cleaning, equipment, guidelines, and the Kitchen Use Log. The representative will check the kitchen after the period of use and send feedback to the partner.

Kitchen Use Log

During each period of use, the partner will complete the Kitchen Use Log (located onsite) to report the following:

- Time In / Time Out

- Comments
- Damaged or Misplaced Items
- Check that the kitchen is clean, sanitized, and the building is locked (or in use)



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Kitchen Use Log

Please complete this quick form each time you rent or use the kitchen!

Your Name	Organization / Partner Name	Time In	Time Out	Confirm: kitchen space is clean and organized, counters are sanitized, and the building will be locked up (front/back).	Comments: Please let us know if any kitchen items/equipment are lost or damaged.

Responsible Party

One representative from the organization will be the Responsible Party for kitchen use. This person will be the primary point of contact and is especially important for long-term partners that regularly use the kitchen. The Responsible Party will be:

- Present for the full time the partner is using and reserving the kitchen.
- Responsible for signing and upholding NCFW Kitchen Use Policy.
- In charge of contacting NCFW staff to reserve time on the Kitchen Calendar.
- In charge of discussing kitchen use policies about food safety, organization, and sanitation with all members of the organization that use the kitchen.
- The primary contact for communications with NCFW.

Availability & Scheduling

The Kitchen Calendar is scheduled by the Programs Manager. Reserved times should not overlap with:

- Pre-scheduled NCFW programs like cooking classes, Market Day, or other events
- Pre-scheduled maintenance or facility cleaning

Reservation time may be impacted by staff member availability, especially if this is your first or second time in the kitchen.

The kitchen reservations are a minimum of 2 consecutive hours. In general, we do not schedule kitchen use on days with cooking classes, Market Day, or fundraising dinners.

Rental Rates

We're excited to build relationships with community partners through the use of our kitchen! Rental rates or exchange for use will be discussed between NCFW and the Kitchen Partner. "Exchange for use" means a type of payment in services or volunteer hours in lieu of the full or partial kitchen rental and may include: Volunteer Hours with NCFW, Goods or Services, and/or Other Agreement (such as promotion of events or technical assistance).

Kitchen Rental Rates:

- Non-profit Rate: \$20/hr
- For-profit / Commercial Rate: \$30/hr
- One-time event \$250 (for use within a 24 hour period)

Examples of Non-Monetary Exchange:

- Gift card for goods / services (for partners that are for-profit businesses)
- Volunteer hours with NCFW, particularly our Monthly Kitchen Clean-Ups
- Participation in fundraising projects for NCFW
- Promotion of NCFW events

Rental agreements are flexible, especially for Priority Partners and Projects and long-term or recurring use. The partner is responsible for damaged or misplaced equipment above \$30. Any such charges will be negotiated with the partner.

Kitchen Use Agreement

All partners must sign our Kitchen Use Agreement. The document has a space for the negotiated exchange for service, which is where the partner and NCFW will write the agreement for donations of money, time, or goods/services for kitchen use.

Board Member Kitchen Use

NCFW Board Members can use the kitchen and pantry. In order to keep track of the kitchen organization and schedule, the following expectations are in place:

- Reserve the kitchen at least 2 days in advance by emailing the Programs Manager.
 - The Kitchen Calendar (Google Calendar) shows available days/times.
 - Board Members can reserve time directly on the Kitchen Calendar, but also need to email the Programs Manager to confirm.
- The General Kitchen Guidelines (see section above) should be followed.

Contact

Programs Manager: Caitlin Seyfried caitlin@northcoastfoodweb.org

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KITCHEN USE FAQ

Thanks for your interest in using North Coast Food Web's commercial kitchen! To make our kitchen space available as an asset to our community, we expect that partners using the kitchen will assure that the kitchen space, equipment, and supplies are left clean and organized for future use. Please read through the following criteria to make sure our space is a good fit, then fill out our [Kitchen Use Request survey](#) to apply to use our kitchen. If you have a question that is not answered below, please email our Programs Manager.

Can my organization use the NCFW commercial kitchen?

- We prioritize local, mission-aligned organizations and/or events. If you think you would be a good match, please apply here: [Kitchen Use Request Survey](#).
- Anyone using the kitchen must have a valid Food Handler certification.

How do I apply to rent the kitchen?

- Once you've read over the FAQs and the Kitchen Use Partnerships guide, please apply through the [Kitchen Use Request Survey](#). If you have questions that aren't answered here, please email Programs Manager (caitlin@northcoastfoodweb.org).

How much does it cost to use the kitchen?

- First, we want community partners to be able to use our kitchen, so any exchange for use is negotiable. If we can figure out a trade for services with your organization, we will!
- Our suggested donations per hour of use:
 - Non-profit \$20/hr
 - For-profit \$30/hr

- One-time event \$250 (for use within a 24-hour period)

When is the kitchen available?

- The Kitchen Calendar is coordinated by our Programs Manager. In general, we cannot reserve the kitchen on days when we have cooking classes, fundraising events, or Market Day (every Thursday).

Can I come see the kitchen? What kind of equipment do you have?

- Please stop by our office in Astoria to check out the kitchen. Someone is usually in the office Monday-Thursday 9-5. Come for Market Day on Thursday to see the kitchen and buy some local food!
- We are working on a full list of equipment and inventory of our cookware. Until we have that list published, please stop by to check or call/email us with any questions.

What requirements do you have for using the kitchen?

- Please see our Kitchen Partnerships guide for all the details.
- In general, our requirements are:
 - Use the kitchen in compliance with food safety and Health Code requirements, including Food Handlers certifications
 - Kitchen is left clean, organized, and sanitized for future use
 - Bring all of your own ingredients
 - Fill out the Kitchen Use Log