



Rental and Use Policies

1. **Rate Schedule:** The attached rate sheet (Exhibit A) shows the fees attached to the different services provided by RCKW Partnership. This schedule may be changed at any time. Users will be given a 30-day notice of any changes in the fee schedule.
2. **Freezer Storage:** Fees are charged on a nightly basis. All items must be clearly identified and labeled with the User's name. Food items must be stored tightly covered. All items must be removed within 24 hours. Items left longer than 24 hours may be discarded.
3. **Garbage Disposal:** Use only the Kitchen dumpster. **No cardboard or boxes** are to be put in the Kitchen dumpster. Take it home, or recycle it at a local recycling facility.
4. **Kitchen Use:** Users must request use of the Kitchen at least 48 hours in advance. Users must contact the RCBTC who will notify the User if the Kitchen and equipment is available.
5. **Cancellations:** Cancellations of kitchen use must be received as soon as possible but NO LATER than 48 hours in advance. Cancellations may result in the User being denied use of the facility.
6. **No-Shows:** If no cancellation notice is received 48 hours in advance of scheduled kitchen time, then the "No-Show" User will be charged \$20 for the No-Show.
7. **Sign-In Sheets:** All Users are required to sign-in when they arrive at the facility and begin to assemble their products. All users must complete a Facility Checklist to note any areas of the kitchen that need attention. 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.
8. **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.
9. **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.
10. **Eligible Users:** Only those Users and their employees that are registered and authorized by the RCKW Partnership are allowed to be in the production areas. Each employee/helper must have completed an Emergency Contact Form and certified that they have been trained and received a copy of these guidelines.

11. **NO CHILDREN UNDER 16** are allowed in the kitchen areas when any food processing is taking place. No unsupervised children are allowed in the other areas of the facility at any time.
12. **NO LIVE ANIMALS** are allowed inside the building at any time.
13. **NO SMOKING INSIDE THE BUILDING AT ANY TIME.** Do not smoke outside the Kitchen doors. Smoking is allowed at a minimum distance of 50 feet from the doors to the kitchen. Please discard your cigarette butts appropriately. Tossing cigarette butts on the ground is littering and User may be fined for such action.
14. **No eating, or drinking from open containers is allowed in the Kitchen.** The dining room is provided for workers to eat meals and take breaks. Only drinks in covered containers are allowed in the food production areas and must be kept on lower shelves, below any food items.
15. **Smallwares:** Users will provide their own towels, cooking items, pans, small wares and other special items necessary to their specific production needs. Do not leave your personal smallwares in the kitchens. Do not leave cleaning rags behind.
16. **RCKW Property:** No equipment or other items belonging to RCKW is ever allowed to leave the premises.
17. **Fine.** The fine for violation of Facility rules is a maximum of \$50.00 per occurrence.