



## FEED Kitchens Application Guide for Casual Users

Welcome to the FEED Kitchens. This list of resources will be your guide to things required to use the FEED Kitchens to process food.

To become a user of the FEED Kitchens, you must complete the following items.  
(You will receive support from the staff to help you complete these tasks.)

We are always looking for ways to improve, so we welcome your feedback. Please let us know if there is anything we can do to improve your experience at the FEED Kitchens.

**User Application**

Kitchen users must indicate the food product they plan to produce in the kitchen. Due to cross-contamination issues, not all food products will be allowed to be processed in the kitchen. FEED Kitchens staff will review and approve applications, and you will be notified.

**Intake Fee**

There is an application and orientation fee of \$50, to help cover some of our administrative costs.

**Facility Use Agreement**

Kitchen Users will need to read and sign the Facility Use Agreement. This agreement outlines the fee schedule, the required general liability insurance (you may be covered under your homeowner's or renter's insurance, check with your agent), and facility services that we provide.

**Kitchen Safety Guidelines**

Kitchen users will complete training on the proper use of all of the equipment, as well as how to fill out an injury report. You may be asked to participate in group training with similar users.

**FEED Kitchens Good Manufacturing Practices and Center Rules**

Kitchen users will familiarize themselves with the GMP and Kitchen rules.

**Kitchen Access**

You will be given an electronic key fob to access the building. It may only be used by the registered Kitchen User or their registered agent. When you terminate your kitchen use, you will need to return the fob. You must use the fob to enter, as this is how we record your time in the facility.

**Rent Payment**

Payment for your use of the FEED Kitchens is due one week prior to use of the facility.

Rental rates for kitchen space are as follows:

4-15 hours/week = \$25/hr.

16-30 hours/week = \$20/hr.

31+ hours/week = \$15/hr.

Note: minimum rental period is 4 hours.

**FEED KITCHENS**  
**CASUAL USER APPLICATION**

Date: \_\_\_\_\_

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact: (name and phone) \_\_\_\_\_

1. Briefly describe how you will use the FEED Kitchens:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. List the products, main ingredients and equipment you will utilize in your processing:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Who will access what you produce in the FEED Kitchens? \_\_\_\_\_

\_\_\_\_\_

4. Preferred times: \_\_\_\_\_