

### **Cooking Block Policy and Procedure**

Clients are responsible for all content, educating all employees and other kitchen users on content and must adhere to the rules and policies within and sign a legally binding contract to do so when signing the licensing agreement.

### **Security Deposit:**

A security deposit of \$500.00 must be maintained throughout the tenure as a client.

A valid credit card must be placed on file prior to the onset of your first reservation. To validate the card, we process payment for your first reservation to this card. We will continue to charge exactly 1 hour each month to this card to insure that it remains in good standing. You can use this hour with any time within the month. If at any time the card that you have on file, does not except our charges, your kitchen access will be suspended with your access code stopped and all attempts made to access our kitchens considered trespassing with any removal of property considered theft and proper authorities alerted. We will make all attempts to notify you prior to suspending your access.

### **Facility Access:**

Our building access system allows all active clients to have a secure personal identification key for building access. An active client is any client who is in good standing with Cooking Block with current paper work (permits, insurance, ect.), has completed their first reservation, introductory session and is continuing to reserve kitchen time on a monthly basis unless special written consent is otherwise stipulated. If your personal identification key is suspected for reasons such as failure to pay, abide by policies or another infraction, you will be notified via e-mail. Your personal identification key is your responsibility so please guard it safely. Your access to the building is tracked on our system each time you enter your personal identification key.

If anyone other than you needs to access your personal identification key, you must notify and receive confirmation from management via e-mail as anyone on the on file with management using your pin will automatically suspend your personal identification key, kitchen access and entire account, also incurring a 50.00 fine.

### **Over-time:**

Clients are expected to finish and clean within the reserved slot. If you are in the kitchen after your reservation has ended, you will be billed for the next hour. To avoid overtime charges, simply request additional hours from Cooking Block management. The kitchen must be available in order to facilitate hours outside of the original reservation. Every attempt will be made to accommodate as long as it does not inhibit other users.

### **Cancellations:**

Cooking Block maintains a strict cancellation policy to insure that maximum kitchen time is available to all clients. Reservations may be cancelled at no charge up to two weeks in advance. Under 14-days, a 25% cancellation fee will be charged. Cancellations made less than 7 days in advance will not receive a refund. All cancellations must be sent via e-mail and must receive

cancelation confirmation code. Your confirmation code is your cancelation receipt. No refunds will be given without confirmation receipt.

### **Payment**

The number of hours that you book at any time will determine your rate. Payment for the entire balance of the reservation is due, in-full, at the time booking. Proceeding with a reservation that is not fully booked and paid for will result in fines and likely a facility ban.

### **Storage:**

Storage is available based on kitchen use, program fit and availability, typically within the \$50 – 150 range for shelving in dry storage and walk-in cooler. All storage material must be commercial approved and must be labeled with name and date and must be covered at all times when not in use.

A designated area will be allocated day use only so that you may store items during your reservation and in between deliveries and allocations. All items left on day-use areas are subject to be discarded at management's discretion.

All foods must be San Bernardino County Health Department standards. Any items that do not comply with county standards will be discarded immediately.

Cooking Block is not responsible for any equipment, food or other items left at the kitchens.

### **Designated Areas:**

#### **Shared Areas:**

Shared areas are any area outside your reserved kitchen including the walk-in Cooler, dishwashing area and dry storage room. While each kitchen is fully equipped with items for your exclusive use during your reservation, we also provide shared equipment items to be kept in the central prep and cleaning area that you may also use during your reservation. We do not guarantee that this equipment will be available. Please put cleaned shared equipment in its place immediately after using to insure that everyone has equal access to these items. Unauthorized use of these shared areas for prep, production, etc. will result in fines.

#### **Individual Kitchens**

Your reservation is for an individual kitchen. At no time may any individual use equipment in or any space in a kitchen outside their specific reservation. No food may be prepared or packaged outside your reserved kitchen during your reserved timeslot. If more space is needed to package or assemble products outside of your reserved kitchen, additional facilities can be purchased for this purpose.

#### **Included in Kitchen Rental:**

Each kitchen will have its own cook line that comprises some combination of Convection ovens, griddles, grills, burners, stock pot ranges, work ranges, and fryers. Each kitchen will have 2 prep tables and a two compartment sink.

- Bar stools and seating in cooking class kitchen are not included in the kitchen rental.

- Kitchen rental never includes ingredients including oil to be used by the deep fryer.
- Rental does not include trash bags for individual use (meaning if you take up a full bag or more).

**Loading and Parking:**

All loading and unloading is done through the access code door. At no time shall any client use the store front glass doors for kitchen access. During active loading and unloading, you may use the commercial loading zone in the rear entrance.

**Kitchen Use and Cleaning:**

Clients are expected to keep the facility in a clean, professional state at all times and must follow proper sanitation requirements. Failure to abide by these policies will result in fines and/or loss of kitchen privileges. Please note that any fines or fees incurred by Cooking Block as a direct result of a client failing to abide by these policies will be charged to that client. Failure to abide by any of the cleaning policies below will result in an automatic \$30.00 minimum fee. Severe violations may result in temporary probation or facility ban. Please report any violations of this policy that you may see to management immediately.

**Supplies:**

Cooking Block will provide necessary cleaning supplies and equipment to clients on a donation bases. Please contribute for the supplies you use. A donation box is located near cleaning supply room.

**Dish Washing:**

All dishwashing must take place in the designated three compartment sink. All dishes, pots, pans and utensils must be scraped into the trash can prior to being placed in sinks. Food scraps shall never, at any time, be placed in the sinks. Never, under any circumstances, shall dishes be rinsed or washed in any of the hand sinks or two compartment vegetable sinks.

**Equipment Cleaning:**

Wipe down any equipment used at the end of your shift. For equipment that disassembles into smaller parts such as mixers, you must wash removal reports in the three compartment sink. Stove burners that are heavily soiled or have been covered with burn and difficult to remove residue must be removed from the stove and washed. Cooking Block maintains a zero tolerance for any food scraps left on equipment.

**Clean tables and floors:**

Clients are expected to clean the tables, counters and floors in their reserved kitchen. Wipe down all counters, tables, sinks and equipment. Do not forget the stove tops.

Clients are responsible for keeping the floors in the shared areas of the facility clean as well. While it is not required that you sweep and mop these floors, you must mop up water that may cause unsafe and slippery conditions.

**Trash:**

All trash must be placed in the blue bag trash bin at the end of your reservation. If you fill up the bag, you must out the trash to rear trash receptacles labeled Cooking Block. If your trash exceeds one bag's capacity, please be considerate and contribute to the contribution box in the cleaning supply room.

Placement of trash in bins without a trash bag is unacceptable. All liquids must be disposed of in three compartment sinks and must never be disposed of in the trash. A cleaning fee minimum of 30.00 will be assessed for failure to trash or place in blue bags. Cardboard boxes must be broken down, flattened and placed in designated recycling area.

**Kitchen Occupancy:**

Each kitchen reservation allows for up to 4 persons working for the same business entry. Additional persons will be charged a rate of 15.00/person/hour.