



Rental Use and Policy

Scheduling: User requests will be on a first come first serve basis.

UAF Faculty, Staff and Student researchers: will be guaranteed access to the Cooperative Extension Food Product Development Kitchen. However, to ensure the desired days are available, UAF researchers must give 30 days advanced notice of upcoming need. We cannot guarantee researchers desired date/time for kitchen use with less than 30-day notice.

Producers not affiliated with UAF: As part of the University, we give priority to UAF Faculty, Staff and Students to complete their research. This may mean that an individual will have to reschedule their kitchen use time to accommodate a UAF researcher upon occasion. Should this occur, the individual will be given 25-days advanced notice to reschedule.

Sign-In/Out Procedure: All users are required to sign-in when they arrive at the Cooperative Extension Food Product Development Kitchen and begin to assemble their products. All users must complete a facility checklist to note any areas of the Cooperative Extension Food Product Development Kitchen that need attention. Users are expected to sign-out when they are finished cleaning the facility. Failure to accurately sign-in and out may result in user being denied future use of the Cooperative Extension Food Product Development Kitchen.

No children under the age of 16 will be allowed to work in the Cooperative Extension Food Product Development Kitchen areas at any time that food processing is taking place. **NO UNSUPERVISED CHILDREN UNDER THE AGE OF 18 ARE ALLOWED IN ANY AREAS OF THE BUILDING AT ANY TIME.**

No eating or drinking from open containers is allowed in the kitchen. Only drinks in covered containers are allowed in the food production areas and must be kept on tables and desks behind refrigerator/freezer.

No smoking on campus grounds.

No live animals are allowed in the building at any time.

No equipment belonging to the Cooperative Extension Food Product Development Kitchen is ever allowed to leave the premises.

Music/Radio: Allowed but must be kept at a reasonable volume. This is a workplace for many individuals. If there is a complaint regarding the volume of music, you will be given one warning. Should the problem persist, you will lose music/radio privileges. All music/radio players must be kept on computer desk or on a table or desk behind refrigerator/freezer.

Small Wares: Users will provide their own towels, cooking items, pans, small wares and specialty items necessary to their specific production needs. Do not leave your personal small wares in the Cooperative Extension Food Product Development Kitchen except in designated cupboard or approved storage containers. Do not leave cleaning rags in the kitchen. Some small wares may be available for rent. Please speak with kitchen manager for details and availability.



No large equipment is allowed to be stored in the Cooperative Extension Food Product Development Kitchen. If it cannot be brought to and from the kitchen each time, CES will not be able to accommodate your needs and we apologize.

Refrigerator Storage: Items may be stored in the fridge as long as they fit into your designated container(s). Label all items in your container with date purchased and your name. Do not store expired products in the refrigerator.

Freezer Storage: Items may be stored in the freezer for up to 48 hours. Do not move other products in the freezer. Use only your designated container(s) for storage of your items.

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.

Cleaning Time: Will occur at the end of each user's operation period. Cleaning time will be off the clock to ensure thorough cleaning and sanitation. Abuse of cleaning time, or leaving the kitchen unclean, may result in additional hourly processing charges or loss of CES Test Kitchen use privileges.

Building Access: Available Monday – Friday 8 a.m. – 5 p.m. Closed for UA Holidays.

Cancellation and No Show Policy: Cancellations must be made at least 48 hours in advance of scheduled start time in Cooperative Extension Food Product Development Kitchen. One cancellation will be tolerated under legitimate circumstances, more than one cancellation with less than 48 hours notice will result in loss of Cooperative Extension Food Product Development Kitchen use privileges.

Violation of facility rules will result in loss of Cooperative Extension Food Product Development Kitchen use privileges.

Name: _____ DBA: _____

Address: _____

Phone: _____

Email: _____

I understand and will abide by the CES Test Kitchen rental and use policy.

Signature

Date

Updated 11/20/19