

# Teaching Kitchen

## Facility Use Application and Agreement

This agreement is made between the North Bay Parry Sound District Health Unit (hereinafter referred to as “Health Unit”) and (Legal Name of Organization - hereinafter referred to as “Applicant”). Both parties agree to the following terms and conditions:

### Application Details

Legal Name of Organization/Applicant:

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Address:

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Contact Person:

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Telephone:

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Email:

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Type of Event:

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Date(s) (*indicate if booking request is recurring)	Start Time	End Time	No. of Participants (*see maximum numbers below)

\*Maximum number of people with table and chairs set up in adjoining classroom is **24**

\*Maximum number of people with row seating (no tables) is **54**

## Terms and Conditions

### Reservations

Please request to use the Teaching Kitchen at least 30 days prior to event.

### Hours of Operation and Term of Agreement

The space can be booked between 8:30 a.m. and 4:30 p.m., Monday to Friday. Evening and weekend requests will be considered on a case by case basis.

All activities, including cleanup, shall conclude by the end time indicated in this agreement unless prior written permission has been obtained.

All property belonging to the Applicant and/or its representatives shall be removed when the event is complete.

Recurring bookings (e.g., every other Tuesday for the whole year) need to be renewed on an annual basis.

If you have recurring bookings, you will be assigned an access card and a key to the kitchen. Once the scheduled bookings are complete, you will return the access card and key to a Health Unit representative.

The term of this agreement shall be for the date(s) and times specified on page 1 of this document only. A separate application and agreement shall be executed for any additional uses.

### Conduct and Supervision

The Applicant shall be responsible to inform all participants to do a self-screening prior to arriving at the Health Unit.

The Applicant shall be responsible for the conduct and supervision of all participants attending the event and shall ensure that all regulations contained in this agreement are observed. Vandalism, littering, abusive language, smoking or vaping, or use of alcohol shall be deemed as just cause to cancel the agreement or to reject future applications.

The Applicant shall perform basic cleanup at the conclusion of the event as outlined in Appendix A - Teaching Kitchen User Checklist.

### Services Offered

Health Unit staff are available to answer questions for the duration of the event by dialing 0 should any issues arise. Health Unit staff provide entry to the facility and close the facility upon conclusion of the event. A staff member will inspect the kitchen and sign off on the Teaching Kitchen User Checklist after usage.

### Miscellaneous Terms

No live animals are permitted on the premises (except service animals).

All participants attending the event shall remain within the designated area(s).

The Health Unit is not liable for any property left on the premises after the event's conclusion.

Health Unit staff are permitted to enter the premises at any time during the event.

The number of participants may not exceed 54 in Teaching Kitchen and adjoining classroom combined at any time during the event.

The Applicant is responsible for any damage to the Teaching Kitchen facility or equipment that occurs during usage however caused.

Use of tobacco products and electronic cigarettes is prohibited on property owned or leased by the Health Unit, as per Board of Health Policy, Tobacco and Electronic Cigarette Use (B-P-007). Note: this policy does not apply to traditional tobacco.

Alcohol consumption and/or sales are not permitted in any area of the facility at any time.

Use of the facility is not permitted for the purpose of a group or individual to generate a profit, prepare food and/or beverages to sell, or for private functions.

The Applicant (at least one person leading food literacy programming in the Teaching Kitchen) is required to complete the Safe Food Handler's certification.

The Applicant must review the Teaching Kitchen User Guide prior to use of facility.

The Applicant must complete Appendix A – Teaching Kitchen User Checklist each time the facility is used.

## Cancellation Policy

The Applicant may cancel this agreement within seven days of the event date.

The Health Unit may cancel this agreement at any time due to Applicant's violation of the terms of this agreement. The Health Unit also reserves the right to cancel this agreement at any time without reason or notice.

## Insurance and Indemnification

The Applicant agrees to defend, indemnify and save North Bay Parry Sound District Health Unit from all loss, cost, expense, judgment or damage on account of injury to persons including death or damage to property, in any way caused by the negligence of the Applicant its servants, agents, or employees related to or arising out of programs or other matters to which this agreement pertains, together with all legal expenses and costs incurred by North Bay Parry Sound District Health Unit in defending any legal action pertaining to the above.

During the term of this agreement the Applicant shall maintain in full force and effect general liability insurance for a minimum of \$2,000,000 any one occurrence. Such insurance shall name North Bay Parry Sound District Health Unit as additional insured but only with respect to this agreement.

The general liability insurance shall include at least the following:

- Products and completed operations;
- Personal injury;
- Cross liability;
- Contractual liability;

Thirty (30) days' prior written notice of material change to, cancellation, or non-renewal of the policy.

The Applicant shall provide North Bay Parry Sound District Health Unit with the following:

- Evidence of Insurance
- Food Handler Certificate (If unable to provide certificate, you give permission to the North Bay Parry Sound District Health Unit to view your record).
- Signed copy of the Facility Use Application and Agreement
- Signed copy of Confidentiality and Non-Disclosure Agreement
- WSIB Clearance Certificate or Letter of Good Standing (only for recurring events)

# Acceptance

I have received, read and understood the Teaching Kitchen User Guide.

I have read and acknowledge this agreement in its entirety. I have been provided sufficient opportunity to ask questions, and answers have been provided to my satisfaction.

Name of Individual signing for Applicant  (I have authorization to sign on behalf of the Organization)	Position
Signature	Date
Name of Health Unit Approver	Position
Signature	Date

## Appendix A

### Teaching Kitchen User Checklist

The purpose of this checklist is to ensure that all users of the Teaching Kitchen know and follow the correct policies and procedures, and leave it in a clean and sanitary manner following their activity. The staff member and/or community partner responsible for leading the food literacy activity must complete and sign this checklist each time the space is used. A staff member must review and sign the checklist, then place it in the log binder in the kitchen for future reference.

Name: \_\_\_\_\_

Date and Time: \_\_\_\_\_

#### User Checklist for Maintaining the Kitchen

##### Prior to Use of Kitchen

- Staff member or community partner leading the food literacy activity has reviewed the policies and procedures in the Teaching Kitchen User Guide.
- Everyone who enters the kitchen must wash their hands in the hand washing sink, confine their hair, and put on an apron before preparing food.
- Staff member or community partner has been oriented to the kitchen, shown how to use the fire suppression system, the emergency response help button, and has reviewed Code Green.

##### Following Use of Kitchen

- Countertops are cleaned and sanitized.
- Stove, oven, microwave and refrigerator are cleaned and sanitized. All stainless steel appliances are cleaned with a stainless steel cleaner following the sanitizing solution.
- Refrigerator is cleared of any excess food items. Any food items stored in refrigerator/freezer to be labeled with a program name and date. Discard any expired foods.
- Dishwasher is empty and all dishes and pots, pans, and utensils are returned to the proper storage place. The dishwasher is sanitized, drained according to the posted instructions and turned off.
- Kitchen floor is swept and mopped.
- Soiled dishcloths, dishtowels, and aprons are placed in laundry hamper.
- All food supplies and equipment are returned to their proper places.
- If the compost pail has been used, contents are emptied in the composting barrel located near the garden beds at the back of the parking lot.

Please note any issues, challenges, or repairs that arose during usage:

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Staff Signature:

Community Partner Signature (if applicable):

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