

Dover Community Center, LLC

Community Incubator Kitchen Information

Before reserving the Dover Community Center LLC Incubator Commercial Kitchen, each client must:

- Review and acknowledge the Dover Community Center LLC Community Kitchen policies (listed below). Note: Those approved clients who violate policies set forth for the Dover Community Center LLC Community Incubator Kitchen will have their approved application temporarily revoked pending review by the Dover Community Center Board of Directors with the understanding their use of the kitchen could be permanently revoked and a formal letter sent to the State Board of Agriculture.
- Complete a tour of the Dover Community Center LLC Community Incubator Kitchen. Contact number is 785-256-6700. Please leave a detailed message with contact information. Messages are checked daily and calls typically are returned within 24 hours.
- Complete and sign the Dover Community Center, LLC Incubator Commercial Kitchen application.
- Provide refundable deposit fee. \$50.00 each 4 hour block or \$100.00 for each all-day rental.
- Provide a current copy of your business's Food Establishment License or Food Processing License, if applicable, from the Kansas Department of Agriculture.

All associated fees and documentation are due at time the signed application agreement is submitted.

Dover Community Center LLC Community Incubator Kitchen

Policies and Procedures

Making a Reservation

The Dover Community Center's Community Incubator Kitchen from here forward is referred to as the DCC Kitchen. The DCC Kitchen is leased only to approved and compliant clients. Priority is given to contracted vendors and standing reservations which allow our clients to establish a regular schedule. New and additional reservations are handled on a first-come, first-served basis.

Rental is based upon availability. The DCC Kitchen can be rented 7 days a week on a first-come, first-served basis. We offer half-day and full-day time blocks: Block 1 (8:00 a.m. – 2:00 p.m.), and Block 2 (4:00 p.m. – 10:00 p.m.) All-day rental is (8:00 a.m. to 4:00 p.m.) Any variation of the of the rental times must be approved by the Dover Community Center LLC Board of Directors or its designee.

No reservation will be accepted more than twelve (12) months in advance of the event or activity. Ongoing standing reservations must be approved by the Dover Community Center, LLC Board of Directors.

Contact Information: 785-256-6700. Leave a detailed message and your contact information. A representative of the Dover Community Center LLC will contact you. Messages are checked daily and calls are returned typically within 24 hours.

Rental Fee/Time Block

Rental Fee is \$40.00 per block or \$75.00 for a full day. The maximum consecutive rental time period is two full days. Prices include use of the kitchen space, major kitchen equipment, small wares, utilities and floor cleaning supplies. Renters are responsible for providing their own dishwashing liquid soap, wash cloths and towels for drying.

Rental Times:

- Block 1 (8:00 A.M. – Noon.)
- Block 2 (1:00 P.M. – 5:00 P.M.)
- All-day rental is (8:00 A.M. to 4:00 P.M.)

Changes to the Rental Agreement must be agreed upon at least two weeks prior to rental and are up to the discretion of the Dover Community Center LLC Board of Directors or their designee.

All disputes over rental of the DCC Community Incubator Kitchen will be directed to the Dover Community Center LLC Board of Directors.

Repeated Use of Facility

Subsequent rental payments must be received in advance of scheduled rentals.

Returned Checks

There is a \$35.00 return check fee for all returned checks and any further payments shall be required in the form of a cashier's check, cash, or money order. The return check fee may be taken from the rental deposit or paid in advance of subsequent rental at the discretion of the Dover Community Center LLC Board of Directors.

Refundable Cleaning Deposit

There is a refundable cleaning deposit due upon submittal of application agreement for use of the DCC Community Incubator Kitchen. Refund of cleaning deposit requires after use inspection by the Dover Community Center LLC or its designee and approval by Dover Community Center of Directors at the next regularly scheduled board meeting.

\$50.00 for each 4-hour block.

Reporting Facility/Equipment Problems

In the event there is a problem with the facility or equipment during the rental period, the renter is responsible to notify the Dover Community Center LLC or its designee immediately upon discovery.

Damages

The renter agrees to pay for any and all damage done to Dover Community Center grounds/property, facilities, or fixtures occurring during the time period of the client's use, but only to the extent resulting from client's negligence.

If Dover Community Center LLC seeks legal remedies available for collection of debt, the applicant agrees to pay all costs of collection efforts, including but not limited to attorney fees and court costs. Damage includes theft or damage of any property/equipment owned by Dover Community Center LLC.

Cancellation Policy

Notice of cancellation is required within 72 hours of reservation in order to receive full refund. Failure to comply with this contractual obligation will result in forfeiture of any and all rental fees paid to date for the associated reservation. Any appeal must be submitted in writing to the Dover Community Center LLC Board of Directors at P.O. Box 244, Dover, KS 66420

Site Uses

The DCC Kitchen, when rented, is a shared-use kitchen for entrepreneurs and small business owners for production purposes only—such as food cooking and preparation for catering events or food processing. Sales of food and products produced in the DCC Kitchen cannot be sold from the DCC Kitchen; and, must happen off-site at retail locations or immediate service at approved events.

Kitchen Equipment: The renter has exclusive use of this equipment for the time reserved. Renters will find the following items in the kitchen:

- 1 large double door freezer
- 1 commercial 6 shelf oven (26.5" X 13.5" oven rack measurement)
- 1 commercial electric range/oven (18.5 X 19.5 oven rack measurement)
- 1 residential electric Kenmore range/oven
- 1 Panasonic countertop microwave 1200 watts
- 1 upright refrigerator
- 1 stainless steel 3-tier portable rack (18.5 X 32")
- Stainless steel 3-sink dishwashing with drying area. (Renter provides their own dishwashing/drying supplies)

The Dover Community Center LLC Community Incubator Kitchen does not provide on-site storage units.

When renting the DCC Kitchen use is limited to the kitchen area. Clients have access to facility restrooms and floor cleaning supplies. Clients should be aware that other areas of the facility could be utilized by other clients and asset courtesy to other clients.

Kitchen Tour: A tour of the kitchen space is required prior to rental so the renter can determine whether our facility meets your needs. Any questions of the facility or equipment can be answered during the tour.

While our kitchen does have some small wares, such as utensils and dishware available, renters are expected to bring all small wares such as utensils and scales, cookware, bake ware and disposable items, such as plastic wrap, foil, sheet pan liners, towels, test strips etc. It is the responsibility of each client to bring their own ingredients. No personally-owned or rented gas-fired appliances will be allowed in our building facility.

Cleaning and Supplies

Each client is responsible for cleaning up after themselves as part of their kitchen use. There are brooms and mops on site to clean the floor after use, which will be shown to you during the initial tour of the DCC Kitchen. The renter is expected to provide their own dishwashing cleaner, dishrags and dishtowels. Any appliances/utensils owned by the Dover Community Center LLC are expected to be cleaned after use and can be left on the drying rack.

All renters are required to empty the trash from the kitchen. If the kitchen is not clean upon inspection after use, the aforementioned deposit will not be refunded. All trash after use of the kitchen is to be dumped in the dumpsters located outside the building near the gymnasium backdoor. Additionally, renters are expected to respect the facilities and clean up after themselves in any area they may have made contact, such as, tracking in dirt, mud, snow, etc. or any spills while transporting supplies and/or food products in and out of the facility.

Kitchen Access & Orientation

The Dover Community Center LLC designee will make arrangements with the renter for access to the facility.

Helpful Information

For information on obtaining a Food Establishment License or Food Processing License, contact: Kansas Department of Agriculture Division of Food Safety and Lodging (785) 296-5600 http://www.ksda.gov/food_safety/

Note: Once licensed, all food products that are produced for public consumption must be produced in the Dover Community Center LLC Community Incubator Kitchen (or other KDA-approved commercial kitchen). It is unlawful to produce foods in a private home kitchen for sale to consumers (including farmers markets), or for distribution to other business entities such as food establishments, food warehouses and other food processing plants. KDA will communicate with the Dover Community Center LLC Board of Directors to ensure licensed operators are returning on a regular basis to produce their products.

For more information about the Dover Community Center visit www.dovercommunitycenter.com