



sprout@nedcocdc.org

Sprout Kitchen Application

Please direct complete applications to

APPLICANT INFORMATION

Application Date: _____ Date of Birth: _____

First Name: _____ Last Name: _____

Business Name: _____ Business Website/Facebook: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Have you been convicted of any criminal offense in the last 10 years? Yes No If yes, describe: _____

Emergency Contact: _____ Relationship: _____ Cell: _____

The following information is used for program evaluation and is not used as a basis for extending or denying program services.

Race: (select as many as apply)

American Indian/Alaskan Native

Asian

Black or African American

Native Hawaiian or Pacific Islander

White

Ethnicity: (select only one)

Hispanic or Latino

Not Hispanic or Latino

American Indian/Alaskan Native and White

Asian and white

Black or African American and white

Other multiple races

Highest level of education

HS Diploma/GED

Associate Degree

Bachelor Degree

Graduate Degree

Household Information

Household Income: _____

of people in your household: _____

FOOD PRODUCTION & BUSINESS INFORMATION

Briefly describe your business & what you plan to produce at Kitchen@Sprout!:

Business Information

Years in Operation: _____

of Full Time Employees: _____

of Part-Time Employees: _____

Do you have a Business Plan? Yes No

If so, please attach to application.

Food Production Information

Anticipated hours/week of kitchen time: _____

Anticipated start date: _____

Knowledge of professional kitchen equipment: High Medium Low

Do you source locally? Yes No. If no, what are your barriers?

Cost Availability Selection Other: _____

REQUIRED CHECKLIST

Please complete and provide the following items before scheduling time in the Sprout Kitchen

- Attend a Kitchen Orientation & Training.** Coordinate with Kitchen Coordinator to schedule
- Provide a **\$200 refundable deposit.**
- Attach a copy of your current **food handler's card.**
- Attach a copy of your **general liability insurance** with NEDCO listed as an additional insured.
- Attach a copy of your **licensing** (see Kitchen@Sprout! Tenant Guidelines Section 2: User Requirements)



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AGREEMENT TO PARTICIPATE IN NEDCO PROGRAM EVALUATION AND SUCCESS STORIES

1. NEDCO has requested my participation to evaluate their programs and services.
2. I understand that participation in the program evaluation is a requirement to participating in NEDCO services.
3. I understand that the purpose of the evaluation is to gain a better understanding of the effectiveness of NEDCO’s programs on participants’ ability to build/retain assets and be better off financially.
4. My participation in the evaluation will involve:
 - a. Completing confidential surveys, regarding my participation and financial status.
5. I understand that the questions in the confidential surveys ask for information about my experience with NEDCO; demographic information including educational attainment, occupational status, and race/ethnicity; and personal financial information including income, net worth, credit, and financial goals.
6. I understand that the results of the program evaluation may be published but that my name or identity will not be revealed and that my record will remain confidential unless I agree to participate in Success Stories.
7. I understand that my participation in the program evaluation will allow NEDCO to better understand the effects of their various services on service recipients. I understand that this evaluation may help other people to build assets and help other programs better serve their program participants. I understand that evaluation participants may not benefit from taking part in this evaluation.
8. I have read the above statements and have been able to ask questions and express concerns, which have been satisfactorily responded to by staff. I believe I understand the purpose of NEDCO’s program evaluation. I hereby give my informed and free consent to participate in the evaluation.
9. Success Stories will be used to promote NEDCO’s programs with legislators, donors, funders and the general public in order to assist more people just like you!
 - I am voluntarily allowing names, personal information and photographs of myself and family members, for whom I am responsible, to be used in various media outlets for promotional activities including funding appeals.
 - I am willing to share my personal NEDCO success story through public speaking.
 - I am willing to share my story on an anonymous level only.
 - I do not wish to participate in Success Stories.

I hereby hold NEDCO harmless against claims, damages, and incumbent legal fees that may result from publishing my story and/or photos and/or any infraction of the foregoing authorizations.

| | | |
|-------------------------|-----------|------|
| Applicant: Printed Name | Signature | Date |
|-------------------------|-----------|------|

I certify that I have explained to the above individual(s) the nature and purpose of NEDCO’s program evaluation, have answered any questions that have been raised.

| | | |
|---------------------------|-----------|------|
| NEDCO Staff: Printed Name | Signature | Date |
|---------------------------|-----------|------|

Sprout Kitchen Tenant Guidelines



Sprout Kitchen
NEDCO (Neighborhood Economic Development Corporation)
212 Main St.
Springfield, OR 97477
Phone: 541-345-7106
Fax: 541-345-9584
Email: sprout@nedcocdc.org



Sprout Kitchen Tenant Guidelines

1. INTRODUCTION

What is Sprout?

NEDCO collaboratively builds human and capital assets to strengthen neighborhoods and broaden participation in community ownership and governance. Toward this end, Sprout is a regional gathering place for producers and consumers of local food. Sprout is comprised of three components:

- **The Sprout Kitchen** is an incubator kitchen for use by small food-based businesses and farmers for value-added production.
- **The Sprout Marketplace** is an indoor/outdoor year-round farmers' market for retailing of locally produced food and related items.
- **The Sprout Events Center** is a community center that can be an affordable venue for your next meeting or celebration, whether it's a wedding, corporate event, or concert.

Sprout's Goals

Sprout is a community food hub that increases local food consumption and bolsters the local food economy. Fresh, local food fuels our bodies and brings people together. It also improves our economy and creates jobs. Sprout's stated goals are to:

- Promote sustainable agriculture by supporting and enhancing the production-to-distribution chain for local producers and small acreage farmers.
- Promote healthy eating by providing people of all incomes with access to fresh and healthy products.
- Promote economic development through the support of emerging entrepreneurs and increased consumption of locally produced food.

Sprout Kitchen

Sprout Kitchen is a shared use production kitchen for new and growing food businesses, located at Sprout, on the corner of 4th and A Streets, in downtown Springfield. In keeping with Sprout's overall vision to promote healthy community through a vibrant local food economy, Sprout Kitchen provides food entrepreneurs with access to a state of the art collaborative environment to produce new products and services. NEDCO has a full-time professional staff that sets policy, coordinates Sprout Programs, and supports program participants.

In addition to NEDCO staff, designated interns and volunteers may, at times, be involved with Sprout Kitchen's operation.

These guidelines are subject to change. All tenants will be notified of any changes if/when they occur



Sprout Kitchen Tenant Guidelines

2. TENANT REQUIREMENTS

Sprout Kitchen is designed to support a wide variety of food businesses. NEDCO has made every effort to create a space that satisfies the needs of food entrepreneurs in Lane County. All tenants operate under one of the following designations. Determinations are based on whichever type of use represents the majority of tenant's activities in the kitchen.

Food Product Tenant

A Food Product Tenant is any business that creates canned, packaged, or bagged products that are intended for something other than immediate consumption. Any business creating products that are wholesaled to another business for resale to end consumer falls under this designation. This includes everything from fresh baked goods that are delivered to local cafes to preserves canned and sold to local grocery stores.

All Food Product tenants must provide evidence that they meet the following requirements to participate in Sprout Kitchen:

- Possess **liability insurance** policy of at least \$1,000,000 per occurrence, \$2,000,000 aggregate, and designates NEDCO as an additional named insured.
- Possess the **appropriate licensing** from the **Oregon Department of Agriculture**. Food Product tenants in Sprout Kitchen will most likely require either a Food Processing License or a Bakery License, depending on the types of products it creates. It is the tenant's responsibility to ensure that they are operating their business under the appropriate license. Please contact the Kitchen Coordinator if you are interested in covering your product(s) under Sprout's umbrella license.
- Possess a valid ServSafe certification or Oregon **Food Handlers' Card**, obtainable at <http://www.orfoodhandlers.com/>.
- Be at least 16 years old.

Prepared Food Tenant

A Prepared Foods Tenant is any business that creates meals, snacks, desserts, or any other product designed for immediate consumption that will be sold to the public. Any business that uses the kitchen to prep for later service including restaurants, cafes, caterers, food carts, food booths and private chefs fall under this designation.

All Prepared Food tenants must provide evidence that they meet the following requirements to participate in Sprout Kitchen:

- Possess **liability insurance** policy of at least \$1,000,000 per occurrence, \$2,000,000 aggregate, and **designates NEDCO as an additional named insured.**

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Sprout Kitchen Tenant Guidelines

- Possess the **appropriate licensing** from the **Lane County Environmental Health**. Prepared Food tenants will most likely require either a Temporary Restaurant Permit, Mobile Food Unit Permit, or a Restaurant Permit, depending on the type of service the business provides. It is the tenant's responsibility to ensure that they are operating their business under the appropriate permit.
- Possess a valid ServSafe certification or Oregon **Food Handlers' Card**, obtainable at <http://www.orfoodhandlers.com/>.
- Be at least 16 years old.

Community Use Tenant

A Community Use Tenant is any individual or organization that utilizes the kitchen to provide classes, mentorship, training or any other purpose including private events.

All Community Use tenants must provide evidence that they meet the following requirements to participate in Sprout Kitchen:

- Possess **liability insurance** policy of at least \$1,000,000 per occurrence, \$2,000,000 aggregate, and designates NEDCO as an additional named insured.
- Possess a valid Oregon **food handler's card** or ServSafe certification.

3. KITCHEN RESERVATIONS

Tenants must reserve time in advance to access the Sprout Kitchen. Requests are sent to Kitchen Coordinator, who manages all reservations. Not all requests can be accommodated. Request for reservations can be made up to three months in advance, but must be made at least 72 hours in advance to be considered. When requesting time in the kitchen, be sure to include enough time to allow for setup, production, and proper cleanup. Sprout Kitchen cannot accommodate last minute reservation requests.

Allocation of Space

Sprout staff will ensure that tenants have access to all the kitchen areas necessary for production. Allocation of space is based on the information about tenant's production needs collected during the intake process. Reservations are only made if necessary equipment is available for use. Tenants must notify Sprout staff at scheduling, and at least 24 hours in advance of their shift if there are any changes in their production techniques or products that will require the use of additional or alternative equipment. There is no guarantee that changes to production can be accommodated.

These guidelines are subject to change. All tenants will be notified of any changes if/when they occur



Sprout Kitchen Tenant Guidelines

Unused reservation time

Tenants will be charged the full amount of their scheduled time in cases of a cancellation with less than 72 hours' notice or a no show for a scheduled shift.

Over time

On occasion tenants may run over their reserved time. Based on kitchen availability and at the discretion of Sprout staff, they may be allowed to extend their time as needed.

If an overage causes delays to another client reservation, the tenant will be charged the standard rate for both their additional time and the time lost by the other tenant.

4. SHARED SPACE, EQUIPMENT AND SUPPLIES

Sprout Kitchen Equipment and Supplies

The Sprout Kitchen is stocked with a range of professional equipment and supplies. Equipment refers to the larger pieces of infrastructure that generally are not moved in the space. Supplies include hand tools, pots, pans and other small appliances. Tenants are responsible for using all items properly, cleaning and returning supplies to labeled homes when finished. Sprout Kitchen makes every effort to understand the intended use of every tenant and schedule tenant's shifts to minimize simultaneous use of equipment and supplies. However, in the event that two tenants both wish to use the same piece of equipment or supplies, use will be determined on a "first come, first serve basis". Certain equipment and supplies must be checked out with Sprout staff.

Sprout Kitchen equipment and supplies must NOT be removed from the Sprout facility without prior expressed written permission of Sprout staff.

Under no circumstance can any equipment or supplies in the kitchen be modified or altered beyond its intended use. Damage to equipment or failure to return supplies in good working order could result in fines, and ultimately termination of tenancy for repeated abuse.

Use of Outside Equipment

Tenants are welcome to bring in their own supplies and equipment. Everything brought into Sprout Kitchen is the responsibility of the owner and should never be left in the kitchen, unless it fits in a locking storage cage. Note: Storage is rented separately.

Sprout Kitchen is not responsible for tenant-owned equipment.

These guidelines are subject to change. All tenants will be notified of any changes if/when they occur



Sprout Kitchen Tenant Guidelines

Shared Use of Space

The Sprout Kitchen is a shared-use facility with several individual, independent businesses operating. Tenants are expected to communicate clearly with fellow tenants to ensure smooth coordination while working. Tenants must communicate with others about their needs and be clear about their own. Tenants must be respectful of others' prep and work spaces by minimizing clutter and keep their own work space as clean as possible. Sprout Kitchen encourages all tenants to "clean as you go".

Failure to be respectful of others' kitchen use, equipment, belongings, and/or scheduled work stations could result in the termination of kitchen tenancy.

Please keep all personal items (packs, coats, etc.) out of the work space. Lockers are available for storage of personal items. The Sprout Kitchen is not responsible for lost or damaged personal items.

5. DELIVERIES

Receiving Deliveries

Tenants can arrange for product deliveries to be received at Sprout Kitchen. However, it is the responsibility of the tenant to receive deliveries in person and to store products properly. All products must be sorted and stored or put into production within two hours of delivery. All refrigerated or frozen product must be stored within 30 minutes of delivery.

In the event that a tenant is not available to properly receive, sort or store a delivery, Sprout Kitchen staff will handle product and a Receiving Service fee will be charged automatically. The Receiving Service Fee will be based on the size and time required for the delivery.

6. STORAGE

Storage

Allocated kitchen storage is available for rent *in addition to hourly rental* of the Sprout Kitchen. Considering the shared-use nature of the facility, everything brought into Sprout Kitchen is the responsibility of the owner and should never be left in the kitchen, unless it fits in a locking storage cage. With the exception of our highest use level packages, storage is *not* included in kitchen rental packages.

Storage is available in the dry goods pantry, walk-in cooler and walk-in freezer. Please see the current Rate Sheet for pricing information. All storage requires specific documentation via a Sprout Storage Rental Agreement. By signing the agreement, you agree to keep all of your kitchen use accounts current and to inform the Kitchen Coordinator of any changes, upgrades or cancellations. Failure to notify staff

These guidelines are subject to change. All tenants will be notified of any changes if/when they occur



Sprout Kitchen Tenant Guidelines

about any changes may result in a lock out of scheduling and/or any storage until any past due balances is paid in full. If any equipment has been left behind and unclaimed with an outstanding account balance after a period of 30 days without arrangements to be removed, Sprout! can sell said items to satisfy the balance on the account. You are agreeing to this policy by becoming a tenant.

Sprout staff will allocate and label assigned storage areas. Product and equipment may be discarded if items are stored outside of the allocated space. Tenants are encouraged to bring locks to ensure the safety of their product.

Tenants are responsible for providing their own storage containers. Foods must be stored from top to bottom according to health code regulations. See Health and Safety section for more details. All dry ingredients and cold storage ingredients or finished goods must be stored in containers. Tenants may not store food overnight in mixing bowls, pots or pans etc. Anyone who is unsure about the proper storage of a particular food item should consult The Oregon Food Handler's Manual. Any further questions can be brought to Sprout staff.

Storage spaces must be kept clean, orderly and in compliance with all applicable codes. Tenants are responsible for all ingredients brought into the kitchen and products created while working in the space. However, Sprout staff will occasionally audit ingredients and products to ensure that all food is stored in accordance with health and safety guidelines. Any food that is rancid or stored in an inappropriate manner will be discarded. All food items must be labeled to help avoid confusion. Items that are not properly labeled may be discarded by Sprout staff. Proper labeling includes:

- Item name
- Date product was received (raw product) or created (prepared product)
- Tenant name

Ultimately, the Kitchen Tenant is responsible for all goods and equipment stored. Sprout is not responsible for improperly/inadequately secured storage items.

7. CLEANING

Sprout Kitchen is a community resource shared by many businesses and individuals. Tenants must understand that their work in the kitchen can have direct effects on many other stakeholders. Please note that any publically assessed fines and/or fees incurred by Sprout Kitchen as a direct result of a tenant failing to abide by these policies will be charged directly to that tenant.

These guidelines are subject to change. All tenants will be notified of any changes if/when they occur



Sprout Kitchen Tenant Guidelines

Tenants must keep workstations in a clean and professional state at all times and follow proper sanitation requirements. The policies are strictly enforced to keep the kitchen safe and in good working order. Tenants agree to abide by the cleaning policies outlined below.

Failure to comply will result in the assessment of a cleaning fee based on the time required to clean the kitchen properly.

Continued failure to abide by the cleaning requirements may result in termination of tenancy.

Cleaning Checklist

At the conclusion of every shift, all tenants must complete the cleaning checklist available onsite and have their work signed off by Sprout staff. Checklists located the wall pockets across from the ice machine. Cleaning supplies such as chemicals, sanitizing solution, hand towels, garbage bags, linens and other necessary items are included as a part of Sprout Kitchen's hourly rate. Please be a steward of the linens and bring your own towels if you plan to need more than two or three towels. Place soiled linens in the laundry hamper in the scullery.

Dishwashing

All dishwashing must take place in the scullery. All soiled equipment must be scraped of food scraps, grease, etc. before running through the dish sanitizer. Heavily soiled cookware must be scrubbed before running through the dish sanitizer. Scrape all food scraps, grease, etc. into the compost bin prior to washing. ***Never, on any occasion, shall dishes be rinsed or washed in any of the hand or food prep sinks.*** Likewise, food prep shall never be performed in the scullery. Tenants must air dry supplies, tools and dishes and return them to the proper place prior to the end of reserved time. Dishes may be left to air dry on the designated racks during reservation so long as they are dry and put away prior to tenants leaving the facility. Sinks must be rinsed after every use and sanitized at the conclusion of any shift.

Workspace

Tenants must clean tables, under table surface, counters and floors in their reserved area. Wipe down and sanitize all counters, tables, sinks and equipment (including stovetops). Sweeping of reserved areas includes removing mats and sweeping under them as well as under any worktables or refrigeration. A mop is provided to clean up after any large spills or attend to stains. Tenants are responsible for keeping the floors in shared areas of the facility clean and are expected to attend to any spills immediately. Mop up water that may cause unsafe and slippery conditions. Place a yellow caution sign in the area when floors are wet.

These guidelines are subject to change. All tenants will be notified of any changes if/when they occur



Sprout Kitchen Tenant Guidelines

Equipment and Tools

Wipe down all equipment used. Always use a clean towel with a sanitizer solution in a red bucket. For equipment that disassembles into smaller parts, such as mixers, tenants must wash removable parts in the dish sanitizer. Some equipment must be washed by hand rather than dishwasher per Kitchen Coordinator's advice. Stove burners that are heavily soiled must be removed from the stove, washed and re-seasoned with oil. Grill grates must be soaked, scrubbed and run through the dish sanitizer. The flat top griddle must be cleaned and oiled. Sprout staff can answer any questions about proper cleaning of equipment.

Waste Removal

Tenants may use individual bins for food waste and are responsible for emptying bins into appropriate dumpsters located directly outside the back door of the building. Tenants are also responsible for cleaning these receptacles as needed. Bus tubs are available to collect these items at work stations. Recycling removal is a shared job amongst tenants. Make sure all recyclables are rinsed and clean before putting in bins. Tenants are encouraged to separate all food waste for compost. Our composting program accepts chicken bones, but not grease, foil or plastics.

Sprout Kitchen facilitates periodic deep cleans of the kitchen. Kitchen schedule availability may be temporarily limited during these times.

8. HEALTH AND SAFETY

Food safety is paramount and for the benefit of all Sprout Kitchen tenants. As such, we will enforce food rules strictly and consistently. Note: This section is not a replacement for the Food Handler's Manual. All Food Handlers Sanitation guidelines apply in the Sprout Kitchen.

Dress Code

Sprout Kitchen enforces standard proper kitchen attire to ensure the health and safety of all clients and meet State and City codes.

- Aprons or chef jackets must be worn by anyone using the kitchen.
- Avoid loose long sleeved tops that may get caught in equipment and/or soil food.
- Avoid wearing jewelry that can come off easily.
- No sandals or open-toed shoes are to be worn by anyone using the kitchen.
- It is recommended that non-slip shoes be worn at all times.
- Cover or tie back long hair.
- No eating in the production area.
- Drinks must be kept under the counter in a covered container.

These guidelines are subject to change. All tenants will be notified of any changes if/when they occur



Sprout Kitchen Tenant Guidelines

Sanitation

To avoid pathogen, viral, and allergen contamination, all surfaces, equipment and tools need to be cleaned and sanitized regularly. Anyone that is thought to be ill with a communicable illness and/or exhibiting symptoms such as diarrhea, vomiting, sore throat with fever, jaundice, or infectious cuts or burns on hands or arms will not be allowed in kitchen until symptom free for 24 hours. No live animals are allowed in the kitchen area. Wash hands frequently. Double hand washing is required after using the restroom, taking out the trash and contact with bodily fluids, including eating, blowing your nose or coughing. Sprout is a smoke free facility. Smoking is not permitted on the property including the parking lot.

Temperature and Time Control

- All refrigerated items must be kept at a constant temperature of 41° or colder. When working with cold ingredients, use the reach in coolers to keep items at the proper temperature.
- All reheated food must be brought to 165 degrees and held at 135 degrees for the duration of service and for a maximum of four hours.
- Health code regulations state that all prepared foods have a shelf life of no more than seven days.
- Foods must be cooked to the proper temperature and stored top to bottom in the same order shown below (highest minimum internal temp items stored at the bottom).

| <u>Type of Food</u> | <u>Min Internal Temp</u> |
|---------------------------|--------------------------|
| All food held for service | 135° F |
| Seafood | 145° F |
| Whole cuts beef/pork | 145° F |
| Ground meat/fish | 155° F |
| Poultry | 165° F |

Sprout Kitchen abides by all health regulations. If anything is out of compliance, Sprout reserves the right to discard items without notice to preserve a safe food production environment.

9. SECURITY

Kitchen Access

Tenants are only granted access to the Sprout Kitchen during reservation times confirmed by Sprout staff. Facility access is available 24/7 basis. Upon signing, tenants receive an access code along with training on how to appropriately secure the building.

These guidelines are subject to change. All tenants will be notified of any changes if/when they occur



Sprout Kitchen Tenant Guidelines

Building security is of the utmost importance. Under no circumstance will tenants share door/alarm codes for use by another individual, regardless of their relationship to that person.

Failure to maintain building security is grounds for immediate termination of kitchen tenancy.

Guests or Students

Tenants must notify Sprout staff if they plan on bringing a guest or student into Sprout Kitchen. All guests and students must adhere to the kitchen guidelines and must be under tenant's direct supervision at all times. Tenants assume all liability for risk or injury to their guests/students. All guests and students must be at least twelve years old to enter the kitchen production area.

Suspicious Activity

Report suspicious activity to Sprout staff using the Incident Report Form. Only approved tenants, users, and NEDCO staff are allowed to use the kitchen. No one under the influence of drugs or drink alcohol is allowed to work in the kitchen. Harassment in any form is not tolerated at Sprout. In the event of any suspicious activity, please fill out an Incident Report and return it to Sprout staff. Report any criminal incidents to police immediately. Incident Reports are available in the kitchen.

10. Application Process

Application Review and Screening

To be considered for kitchen tenancy, tenants must meet with the Kitchen Coordinator to discuss their goals, business strategy and scheduling requests. Potential tenants will complete a Sprout Kitchen Application and provide proof of current food handler's card, appropriate liability insurance, and appropriate licensing (where applicable). See the Tenant Requirements section of these guidelines for more details. NEDCO may also request other business planning documents to aid in the review process. Applications will not be reviewed until all of these items are delivered

Once accepted, a tenant must pay a \$200.00 refundable security deposit to begin kitchen use.

Kitchen Training

All tenants are required to schedule and attend a kitchen training session with Sprout staff before using the kitchen. Kitchen training is designed to ensure safe and effective use of kitchen hours while introducing kitchen operating procedures. After completing an initial training session, tenants can make reservation requests for kitchen hours.

These guidelines are subject to change. All tenants will be notified of any changes if/when they occur



Sprout Kitchen Tenant Guidelines

Scheduling and Time Sheets

Tenants reserve kitchen hours in advance (see Kitchen Reservations section for details). At the start and conclusion of each shift, tenants will punch their designated time card. Tenants are expected to document ALL time in kitchen including setup, prep, processing and cleanup, and explain any deviations from originally requested hour of reservation. Sprout staff will audit time cards monthly.

Billing

Tenants will be invoiced at the end of the month for actual hours used. Timecards will be rounded to the nearest 15 minute increment. The Finance Dept. will reconcile all tenant timecards with the official kitchen calendar. If there is a discrepancy between the timecard and the calendar on any given date, the tenant will be invoiced for the greater of the two. In cases of dispute, the security cameras will be used to verify actual hours used.

The Finance Dept. will email out invoices during the first week of the month for all kitchen hours and storage used the previous month. For example, the invoice for September hours will be sent during the first month of October. **Tenants will have 10 days from the receipt of the invoice to pay their balance.** Failure to pay within the 10 days will result in a late fee of \$25 being added to the tenant's balance. Tenants with aging invoices will continue to accrue late charges of \$25 on top of the outstanding balance each month, until the account is brought to zero (0.00).

Excessive late payments or inability to pay in full may result in other penalties up to and including loss of kitchen tenancy privileges, or possession and sale of any unclaimed equipment to satisfy any balances.

Decisions

The integrity of the kitchen is the responsibility of the Kitchen Coordinator and Sprout Management. All decisions on tenancy are at the discretion of the Kitchen Coordinator and the Sprout Management and will be considered final. Any concerns should be brought to the immediate attention of Sprout staff and will be addressed in a professional manner as quickly as possible.

11. Fees

Fee Structure

Sprout Kitchen uses a tiered fee structure based on the number of hours used each month. Please see the current Kitchen Rate Sheet for hourly rate and other fees.

These guidelines are subject to change. All tenants will be notified of any changes if/when they occur



Sprout Kitchen Tenant Guidelines

Fines and Facility Abuse

On occasion, it may be necessary to charge fines for facility abuse. Sprout Kitchen enforces a fine system to insure that the facility is kept clean and in working order so that all tenants have access to working, orderly and sanitary kitchens. Any fines incurred will be outlined in monthly invoices. Fines will be based on the following:

- Failure to abide by Cleaning policies: cleaning fee billed at hourly rate
- Equipment failure due to neglect or misuse: fee to repair or replace the equipment
- Any loss or damages due to gross negligence of the tenant: actual damages

Tenants who bring knives are expected properly store or remove them after the end of each production shift. Failure to do so will result in a fee up to \$200, per the discretion of the Kitchen Coordinator.

Equipment Failure

In the event of equipment failure or facility issues that are not the responsibility of the tenant, credit for lost hours may be applied on a discretionary basis. Please record failures using the Incident Report Form.

Returned Checks

A \$35.00 returned check charge, over and above the amount of the check, is levied on all returned checks. If more than two returned checks are received from any business or entity, only a cashier's check or cash will be accepted from that party for the remainder of tenancy.

Returned checks constitute nonpayment and thus other penalties including loss of kitchen tenancy privileges may apply.

12. KITCHEN EVALUATION

Tenants agree to cooperate with efforts on behalf of NEDCO staff, interns and volunteers to evaluate and analyze the economic impact of Sprout and related programs. This may include periodic questionnaires and reporting related to production and/or sales. Consistent with the stated mission of NEDCO, this data serves to develop a better understanding of the economic impact of Sprout Kitchen on tenants, their customers, surrounding businesses, downtown Springfield and the region.

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Sprout Kitchen Tenant Guidelines

Tenant Resources:

Lane County Environmental Health

125 E 8th Ave

Eugene, OR 97401

Phone: (541) 682-4480

www.co.lane.or.us/HHS_PubHlth/Environmental_Health.htm

Oregon Department of Agriculture

Food Safety Division

635 Capitol Street NE

Salem, OR 97301-2532 Phone: 503-986-4720

www.oregon.gov/ODA/FSD/index.shtml

Lane County Food Handlers Permits

151 W. 7th Avenue Suite 430

Eugene, OR 97401

Phone: (541) 682-4051

<http://www.lanecounty.org/Departments/HHS/PubHlth/EnvHlth/Pages/FoodHandlerPermits.aspx>

Food Handler's Manual

<http://www.lanecounty.org/Departments/HHS/PubHlth/Documents/2012%20Food%20Handler%20Self-Training%20Manual.pdf>

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Kitchen Tenant Billing Process

Tenants will be invoiced at the end of the month for actual hours used. Timecards will be rounded to the nearest 15 minute increment. The Finance Dept. will reconcile all tenant timecards with the official kitchen calendar. If there is a discrepancy between the timecard and the calendar on any given date, the tenant will be invoiced for the greater of the two. In cases of dispute, the security cameras will be used to verify actual hours used.

The Finance Dept. will email out invoices during the first week of the month for all kitchen hours used the previous month. For example, the invoice for September hours will be sent during the first month of October. **Tenants will have 10 days from the receipt of the invoice to pay their balance.** Failure to pay within the 10 days will result in a late fee of \$50.00 being added to the tenant's balance.

The pricing structure for kitchen hours is based on the volume of use. The more hours that a tenant uses, the less they will pay per hour. Please refer to the pricing table below. For example, if a tenant uses 14 hours in a given month, they will be charged \$17.00 per hour or \$238.00 total. (17 x 14 = 238)

Pricing Table

| | |
|-------------|--------------|
| 0-9 hours | \$20.00/hour |
| 10-39 hours | \$17.00/hour |
| 40-79 hours | \$15.00/hour |
| 80+ hours | \$10.00/hour |

Balances must be paid in full within 10 days of the Invoice Date. Balances will be considered past due after the NET 10 due date. **Late fees will accrue at \$25 per month until the balance is brought to zero (0.00).**

Kitchen Storage Rates

1.1.2016

Kitchen Tenant \$0.83/sq. ft.

| Space | Daily | | Monthly | |
|-----------------|-----------|----------|-----------|----------|
| | Per Shelf | Per Cage | Per Shelf | Per Cage |
| Dry Storage | n/a | n/a | \$15.00 | \$45.00 |
| Cooler Storage | n/a | n/a | \$15.00 | \$45.00 |
| Freezer Storage | n/a | n/a | \$15.00 | \$45.00 |

Storage Only \$3.33/sq. ft.

| Space | Daily | | Monthly | |
|-----------------|-----------|----------|-----------|----------|
| | Per Shelf | Per Cage | Per Shelf | Per Cage |
| Dry Storage | \$15.00 | \$45.00 | \$40.00 | \$120.00 |
| Cooler Storage | \$15.00 | \$45.00 | \$40.00 | \$120.00 |
| Freezer Storage | \$15.00 | \$45.00 | \$40.00 | \$120.00 |