

# Incubator Kitchen Use Agreement

The following procedures are for the benefit of you and others. Our aim is to provide a pleasant, efficient, and secure working environment for all users, but please remember that first and foremost this kitchen is a teaching laboratory.

***Failure to observe these rules will result in a loss of Incubator Kitchen privileges!***

## **Incubator Kitchen use rules:**

1. As required by the Utah Department of Agriculture and Food (UDAF), everyone present in the kitchen during food production **MUST** have a current food-handler's permit or Food Safety Manager certification. Any violations of this requirement will result in an immediate loss of Incubator Kitchen privileges.
2. You will be assigned a locker to store specialty equipment and/or dry goods, and refrigerated items can be kept in the locked refrigerator in FL208. It is your responsibility to check the condition of all food ingredients on a regular basis. Refrigerated items will be discarded 2 weeks past their use-by date unless you specifically request otherwise.
3. General equipment, pots, pans, and utensils are provided for your use, but please remember that this space is maintained specifically for class labs. Put all items back where they came from – equipment lists are posted in each unit for your reference.
4. Each time you use the kitchen, you will need to complete and initial a kitchen use form. This information will be used in part to track the total number of hours the Incubator Kitchen has been used by the community.
5. You are responsible for the state of the kitchen after you leave (see kitchen use form). To make sure that you are not held responsible for a previous user's mess, you should conduct a thorough pre-inspection and document any issues you find. Before leaving, double check that all appliances (including stovetops and ovens) are off, the doors are locked, and all lights are off.

***I agree to follow the rules outlined above. I understand that if I (or any of my employees) fail to follow these rules I will no longer be allowed to use the Incubator Kitchen.***

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ e-mail \_\_\_\_\_