

# Fire Mesa Kitchen Membership Application & Contract

## Usage Rates:

To become a member and qualify for the flexibility offered with a membership, a non-refundable annual membership fee of \$160 (\$40 quarterly for the 2024 calendar year) is required. Annual fees are due by January 31. The hourly rate for members is \$7/hour. Membership fee is due at the time of application submission. Members will record their usage throughout each month and pay by the fifth day of the following month.

## To schedule:

1. Renter(s) must reference the townofbluff.org website calendar to determine the availability of Fire Mesa Kitchen.

2. Email or text Malia Collins, Bluff Community Center Manager, [communitycenter@townofbluff.org](mailto:communitycenter@townofbluff.org) 859-445-7773 with desired days & times at least 2 business days prior to usage in order to confirm availability and reserve Fire Mesa Kitchen.

• Renter shall pay The Town of Bluff on the first day of each month, for the previous month's usage of the Fire Mesa Kitchen. This rental amount includes basic kitchen rental, utilities and equipment usage.

## User Prerequisites:

\_\_\_\_ Copy of food handlers certification

## Terms:

The term of this agreement shall be for the dates and times requested in the completed application.

• The kitchen is a shared use facility, equipped with stove, ovens, sinks, refrigerators, tables, dry and cold storage and other food preparation equipment. The Town of Bluff shall maintain the kitchen in a sanitary and orderly state and ensure that all equipment available to the renter operates to all applicable health and safety standards. It is the renter's responsibility to furnish all small wares needed for their food process. It is also the renter's responsibility to ensure that the kitchen is left in a sanitary and orderly state at the end of the rental period.

• While Fire Mesa Kitchen has some kitchen wares, the renter shall furnish their own food, spices, bowls, utensils, towels, pots and pans necessary for their process which are not provided. When processing is completed for the day, renters must remove their equipment from the kitchen. All stored items must be properly washed and sanitized.

• Renter shall procure and maintain the appropriate food service licensing from any Utah Public Health. A copy of the license must be provided to The Town of Bluff prior to your first rental date. The renter shall be solely responsible for any fines or fees levied by the County Health Department or the State of Utah related to their activities in the kitchen.

• Renter shall report any personal injuries or property damage arising at any time during and/or arising out of or in any way connected with the renter's use or occupancy of the kitchen.

• Renter is solely responsible for supervising all individuals in the kitchen during your rental time related to your rental time. The Town of Bluff reserves the right to evict individuals from the facility at any time if their conduct is deemed to be destructive or detrimental in any way.

• Under no circumstances shall the renter allow any other organization or individual to use the kitchen for the period which the renter has contracted.

• Renter agrees to abide by the following rules, and agrees that upon violation of said rules, The Town of Bluff has the option to terminate this rental and demand that the tenant vacate the premises.

1. No furniture or equipment shall be removed from the premises.
2. Renter shall not admit a larger number of individuals than can lawfully, safely and freely move about the facility.
3. Smoking is not permitted in the facility.
4. Drugs and alcohol are not permitted in the facility.
5. Animals are not permitted in the facility.
6. All trash in and about the facility must be removed on a daily basis and placed in trash receptacles located outside the building.
7. Rental time begins at the scheduled start time and ends at the scheduled stop time. All set up and clean up must be completed within this time frame. You must be vacated from the rental space by the scheduled end time.
8. Members may only enter FMK during confirmed date(s) & time(s).
9. At the conclusion of every rental, Members shall comply with the 'Fire Mesa Kitchen Cleaning Contract' and sign off in the appropriate binder. A Town of Bluff representative will complete a compliance check according to the Cleaning Contract. If the Fire Mesa Kitchen is not cleaned according to the 'Fire Mesa Kitchen Cleaning Contract' standard, a fee of \$40 will be applied and required prior to the Members next rental.
10. No storage of kitchen wares, food (dry or cold), etc. is permitted in the Fire Mesa Kitchen.

Month and Year Membership Begins: \_\_\_\_\_

Annual Membership Included with application: \$ \_\_\_\_\_

Signature of Responsible Party \_\_\_\_\_ Date \_\_\_\_\_

Signature of Town of Bluff Representative \_\_\_\_\_

## Fire Mesa Kitchen Cleaning Contract

After each use, the kitchen must be cleaned according to the San Juan County Health Department rules and regulations.

### **Kitchen cleaning checklist:**

- Dishes must be washed and sanitized properly
  - Three compartment sink rules: wash with soapy water in first sink, rinse in warm water in second sink, sanitize in third sink
  - Sanitizing solution: chlorine bleach at 100 parts per million. Use provided test strips to check concentration.
  - Dishes must air dry
- Wipe down and sanitize sinks using provided sanitizing solution
- Kitchen counters must be cleaned and sanitized using provided sanitizing solution
- Any appliances used must be cleaned and sanitized using provided sanitizing solution
  - Fridge wiped down, sanitized from any spills
  - Stove must be scrubbed and sanitized
  - Oven must be wiped down, sanitized of any food spills
  - Grill must be cleaned
- Sweep floor and mop with provided cleaning solution
- Return cleaning supplies to the cupboard
- Take all trash to the dumpster, replace with new trash bag
  
- Bathrooms should be given a general cleaning, with a spray and wipe down of the counters, trash removed, and any large spills or messes cleaned

### **Before leaving building:**

- Turn off all lights, heater/AC
- Ensure all appliances are off
- Secure the building by locking all doors and windows

I have read and understand the requirements for the cleaning and securing of the facility. If I cannot be present during the cleaning and closing process, I will assign a person who will be tasked to complete the checklist above as necessary.

Signature of Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Town of Bluff Representative: \_\_\_\_\_ Date: \_\_\_\_\_