



Town of Rimbey Policy Manual

Title: Community Centre Kitchen Use		Policy No: 2203	
Date Approved: January 23, 2017		Resolution No: 028/17	
Date Effective: January 23, 2017			
Purpose:		To provide public use of the Community Centre kitchen facility.	
<p>Policy Statement:</p> <p>The Town of Rimbey will provide public use of the Community Centre Kitchen at a rate of \$50.00 per hour or \$150.00 per day. A deposit of \$300.00 will be required for all kitchen rentals. Priority of use will be given to users that hold their event within the Community Centre.</p> <p>A day rate of \$50.00 for the purposes of providing time to prepare a meal for the next day providing that the preparation time would be during regular office hours of 8:30 am-4:30 pm. and the kitchen is not already booked.</p> <p>All renters must agree to the terms and conditions provided in the Community Centre Kitchen Rental Agreement and Disclaimer, as amended from time to time by resolution of Council, and attached to this policy.</p>			
Initial Policy Date:	February 24, 2005	Resolution No:	74/05
Revision Date:	April 11, 2012	Resolution No.	60/12
Revision Date:	February 11, 2013	Resolution No.	037/13
Revision Date	January 23, 2017	Resolution No.	028/17

Kitchen Rental Agreement and Disclaimer

Please read and sign this form.

Event: _____ Event Date: _____

1. It is the responsibility of the Renter to read and understand the contents of this Agreement and Disclaimer.
2. A security deposit of \$300.00 (three hundred) shall be paid not more than 14 days after the facility has been booked. Dates not secured with a deposit may be removed from the booking calendar without notice to accommodate other Renters. Please note that deposits are returned without interest.
3. All rental fees shall be paid two (2) weeks in advance of use or such use may be subject to cancellation.
4. Cancellation policy:
 - a. Full deposit returned if the event is cancelled 30 days or more prior to event date.
 - b. One half of the deposit returned if event cancelled 15-30 days prior to event date.
 - c. Loss of deposit if event cancelled less than 15 days prior to event date or if the renter is absent.
5. The Renter and also the individual signing this application agree to be responsible for and to pay on demand to the Town of Rimbey (1) All fees payable and (2) Any damage to the building or its equipment caused by the user or the users guests, during the rental period.
6. Renters shall use the Rimbey Community Centre Kitchen (hereto described as the "kitchen" or "Facilities") for the sole and exclusive purpose of food preparation whether for service in the Rimbey Community Centre or at another location in compliance with all laws and food handling practices set forth by the Province of Alberta.
7. The Renter must complete a walkthrough of the kitchen with staff present at the beginning of their event and make note of any damage and/or cleanliness issues.
8. Renters shall vacate the kitchen no later than the end of the rental period, leaving the kitchen in a clean "as you found it" condition with all equipment, tools and utensils returned to their original places. The Renter must complete a walkthrough of the kitchen with staff present after the event is complete to ensure there are no damages or cleanliness issues as a result of their event.
9. Renters shall comply with all applicable laws with respect to its use of the kitchen regarding its service and the consumption of any food prepared at the Rimbey Community Centre, and all laws, rules and regulations set forth by the Province of Alberta, with respect to food safety and sanitation as may govern the preparation of food in the kitchen during the period of use. Renters shall take good care of the kitchen and shall comply with the terms and conditions of any leases, licenses or other agreements relating to the kitchen and shall comply with all of the Town of Rimbey's policies and procedures regarding access to and use of the Town of Rimbey Facilities, including, without limitation, procedures for the cleaning, hygiene and physical security of the Facilities.
10. The Renter acknowledges and agrees, that the Town of Rimbey assumes no liability or responsibility whatsoever in respect of any loss, or damage incurred by any person or entity as a result of the acts or omissions of any person who is working in the kitchen at any function operated or sponsored by the user at the Rimbey Community Centre.

- 11. Except as set forth in the Inventory List, no supplies, products, labor, services, equipment or other items are supplied for use by the Town of Rimbey. The Town will provide to Renters the supplies needed to run or maintain kitchen equipment such as dishwasher soap and rinse agent, cleaning supplies including brooms, mops, floor cleaner and access to garbage on site, and utilities normally supplied at no additional charge.

- 12. The Rimbey Community Centre and kitchen shall be closed to the public and vacated no later than 3:00 a.m. after each rental. Failure to vacate the premises by the specified time, without exception, shall result in an additional charge of \$100.00+GST per hour.

- 13. The Town reserves the right to cancel any reserved times due to unavoidable circumstances. Every effort will be made to reschedule.

- 14. The Renter agrees to comply with and be bound by all rules and regulations concerning the operation of the premises.

Signature of Renter

Date

Recreation Staff Representative

Date



Kitchen User Guide

**** A Food Handlers Certificate is required by at least one Supervisor who is to remain in the kitchen at all times****

- All items used (dishes, pots, bowls, carafes etc.) are to be washed/dried and returned to their places. When sink washing large items, 1 tablespoon of bleach should be added to the dishwater.
- Cutlery is to be washed **separately** from other dishes as follows:
 - 1) Place cutlery into large wash tray and spray rinse over the sink.
 - 2) Run them through dishwasher once and allow them to cool before handling.
 - 3) Place cutlery into upright wash tray (square with silver handles) and place upright tray into large wash tray. Run through dishwasher again and allow them to cool.
 - 4) Sort cutlery into appropriate trays and cover.
- Empty fridge and wipe it down.
- Coffee urns should be washed by hand, using no soap, rinsed well and returned to storage.
- Counters, sinks, cutting boards, food carts and appliances should be cleaned, *sprayed with a bleach and water solution (2 tsp of bleach per 4 litres of water)* rinsed and wiped dry. All food contact surfaces should be cleaned in this manner as well.
- Cutlery bins and dishpans used to collect dirty dishes should be washed in the dishwasher after use and returned to storage.
- Garbage needs to be emptied and placed in the dumpster on the North side of the building. Please do not leave partial bags of garbage that contain food.
- Ensure stovetops, ovens, and grill are shut off. Clean stovetops and grill (if used).
- Turn dishwasher off, drain (according to directions by the dishwasher) and rinse food trap.
- Sweep and mop floors before leaving the facility.

Please note that the Town of Rimbey does not supply liquid dish soap, rubber gloves, dishcloths or dishtowels.