



Co-op Community Kitchen Use Agreement

Interfaith Food Bank Society of Lethbridge
1103-3rd Ave. N
Lethbridge AB.
T1H 0H7

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Name of Applicant/Organization:	
Contact name:	Telephone/Cell
Mailing Address	Email:
Date of Use:	Estimated # in Kitchen:
Start Time (including set up):	Finish Time (including clean up):
Notes:	Insurance Provided:
Deposit Paid: Yes No	Deposit Payment Method:

Requirements of use:

1. The Facilitator or person in charge of the kitchen will be required to attend a short orientation session with the Facility Coordinator. User will be shown the operations of the kitchen equipment as well as the location and use of all safety equipment including the fire extinguisher and first aid kit. The Facility Coordinator will go over a Check in-Check out list that will be completed before and after use of the kitchen. The facilitator or renter shall be responsible for appointing a "kitchen boss" to oversee activities in the kitchen.
 - a. The Facilitator or person in charge of the kitchen shall be responsible for the actions of all other persons working in the kitchen including adhering to the clothing and safety rule. Please ensure that all persons are informed of restrictions before the day of the event.
 - b. All persons working in the kitchen must wear closed shoes and appropriate kitchen-safe clothing. IFB will refuse entry to anyone not properly dressed.
 - c. All kitchen equipment, including pots, pans, utensils, etc. must remain in the building at all times. **Failure to do so will result in the loss of your deposit.** Please make appropriate arrangements for removal of left-over food.
2. Prior to use the facilitator or user must provide proof of insurance having added IFB as Additional Insured with \$2,000,000 liability coverage.
3. A \$150 damage deposit will be required at time of booking. Cost of the deposit and any missing equipment is the responsibility of the user, who shall sign this agreement. Replacement or repair costs that exceed the value of the deposit will be invoiced.
4. Prior to use the facilitator or user shall **provide proof of Food Safe Certificate or equivalent** for the person renting/providing facilitation. <https://www.albertahealthservices.ca/eph/page3151.aspx>
5. Users will agree to and sign a release waiver (attached.)

I have read and understand my responsibilities under this kitchen rental agreement.

Signature of Facilitator/User as Applicable

Date

(Please print name)

Facility Coordinator Signature

RELEASE, WAIVER, INDEMNITY, DISCLAIMER AND ASSUMPTION OF RISK

The Interfaith Food Bank ("IFB") and all persons entering the IFB for the purposes of using the Co-Op Community Kitchen ("Users") hereby agree as follows:

1. Users hereby confirm and acknowledge that the use of the IFB facilities, including but not limited to the building, equipment, parking lot, and grounds (the "Facilities") involves inherent risks, dangers, and hazards. Users freely accept and assume all such risks, including but not limited to personal injury, death, property damage or loss resulting therefrom.
2. IFB specifically disclaims any liability for incidental or consequential damages and assumes no responsibility or liability for any loss or damage suffered by any person as a result of the use the Facilities. Users hereby agree that they use the Facilities at their sole risk.
3. Users hereby release, remise and forever discharge, and agrees to indemnify and save harmless IFB, its executive, directors, officials and volunteers (the "Releasees") from and against all claims, actions, costs, expenses (including legal expenses and costs of a solicitor and his own client basis) and demands made by anyone in respect of death, injury, loss or damage to any person or property, howsoever caused, arising out of or in connection with or during the use of the Facilities and notwithstanding that the same may have been caused by, contributed to or occasioned by the negligence, breach of contract, breach of a common duty of care as an occupier of premises or otherwise by the Releasees or any of them.
4. Users hereby waives all claims they have or may have in the future against the Releasees.

Users agree and acknowledge that the foregoing release, waiver, indemnity, disclaimer, and assumption of risk shall apply to the maximum extent permitted by law. Users may have statutory rights; however, the duration of statutorily required warranties, if any, shall be limited to the maximum extent permitted by law.

This document will be binding upon the successors and assigns of Users.

By signing this document the User waives certain legal rights, including the right to sue. If you do not understand this document, please obtain legal advice before signing.

I have read and understand my responsibilities under this RELEASE, WAIVER, INDEMNITY, DISCLAIMER AND ASSUMPTION OF RISK.

Signature of Facilitator/User as Applicable

Date

(Please print name)

Facility Coordinator Signature

Co-Op Community Kitchen Facility Guidelines

Food Safety - It is required that at least one person have a Food Safe Certificate, available free of charge online at <https://www.albertahealthservices.ca/eph/page3151.aspx> which must be presented before use of the kitchen. If you are serving hot prepared food to the public you require a temporary food service permit through Alberta Health Services <https://www.albertahealthservices.ca/frm-03298.pdf>.

In Case of Fire – Know where the fire extinguisher is and how it works. Staff are available for training purposes.

Dishwasher – Be sure to clean drain, and turn off the dishwasher after use.

Clean – Please clean stove, ovens, counters, sinks and anything else you use. Last one out of the kitchen please ensure ovens are off.

Floors – Sweep and Mop areas of use (ie. If you only used the kitchen area, you do not need to mop the entire floor)

Garbage – Place tied up garbage bags near the double doors leading to the storage room.

Check- Check the fridge before you leave, remove all your supplies.

Lock and Close Exterior Door before leaving.

Report- please report any breakages and anything that is not working properly to the Facilitator Coordinator.

Equipment- No dishes, pots, coffee urns, etc. are to leave the kitchen.

Note: if anything is missing the user group will be charged.

Supplies- garbage bags, soaps and cleaners are provided. If anything is missing please check with staff.

Sinks- we ask that groups not put coffee grounds, oils, or other waste down the drains.

Fire Suppression System- must be on at all times when using Stoves/Ovens.

Washrooms – washroom cleaning is not required, please ensure no contents are left behind.

Thank you!