



Monticello Community Center Entrepreneur Kitchen Program



Background

The Monticello Community Center is opening our commercial kitchen for small business entrepreneurs. The program will assist aspiring food entrepreneurs to become established in the market. Many potential food producers are unable to enter the market because of the high cost of constructing a certified kitchen facility. The Monticello Community Center Kitchen Entrepreneur Program offers an affordable, shared kitchen space. Our mission is to stimulate small food service business growth and development to assist entrepreneurs during the start-up phase of their organizational development.



Application Procedure

Food producers/caterers wishing to become tenant companies at the Monticello Community Center Entrepreneur Kitchen Program should complete the following steps:

Contact the Community Center Membership Services Manager to express interest in becoming a tenant company. The Membership Service Manager can provide information on current kitchen availability and the steps needed to become a tenant.

- Complete the Entrepreneur Kitchen Program Application.
- Contact the appropriate agency for retail or wholesale food handler's license. We will need a copy of your license before you can begin using the kitchen.
 - Visit: <https://www.mda.state.mn.us/food-feed/food-licenses> for more information
 - The licensing process will involve making an appointment with the inspector to go over your plan and see the space. Please communicate to make sure your appointment date/time will work for the kitchen.
- Take out the appropriate business and product liability insurance. We will need a copy of your proof of insurance before you can begin using the kitchen. See the Facility Use Agreement for details on insurance requirements.
- Complete the appropriate food safety training. We will need a copy of your current Food Protection Manager license or the appropriate license for your business attached to the application you apply for to use our kitchen.
Visit: www.health.state.mn.us/communities/environment/food/docs/cfpm/mncfpmfs.pdf for more information.
- Meet with the Community Center Membership Services Manager to go over and sign the Kitchen Facilities Use Agreement. Highlights of the agreement are listed below, we will provide the full agreement for your review prior to meeting.



Food and Equipment Safety and Sanitation Training

Each food producer/caterer will need to have the current food safety training certification to use the Monticello Community Center Kitchen. Food Manager Certification is available both online and in person. Someone from each tenant company must be certified for food safety and sanitation training.

Fees

The hourly rate is \$20/hour for use of the kitchen by businesses. Tenants shall keep track of their hours and pay monthly for use of the Facilities. If tenants need to store food or equipment in the facility, additional monthly fees may apply. In addition, cleaning fees will be assessed (\$100/hour or more) if a tenant does not leave the kitchen clean after their use.

For more information, please contact the Member Services Manager

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