



## Monticello Community Center Entrepreneurs Kitchen Program, Policies, Procedures & Basic Information

### ***Background***

The Monticello Community Center owned by City of Monticello developed a commercial kitchen for the community's use in 2000. The kitchen not only was used for family and community gatherings, but started being used to 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 entrepreneur's kitchen offers an affordable, shared kitchen, and a community of entrepreneurs who provide valuable advice. 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 should complete the following steps:

- ❖ Contact the Community Center Membership Services Manager to express interest in becoming a tenant company. The Manager can provide information on current kitchen availability and the steps needed to become a tenant.
- ❖ Complete the Monticello 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](http://www.health.state.mn.us/communities/environment/food/docs/cfpm/mncfpmfs.pdf) for more information.
- ❖ Meet with the 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.



### ***Duration period***

Each entrepreneur will have up to a 36-month period at the Community Center upon approval of their application. Throughout the duration of the 36-month program, Community Center staff will conduct a review every 6 months with the entrepreneur which will allow both parties an opportunity to address concerns or issues that have arisen. The program generally has space for 1-3 businesses at a time depending upon how intensive each business's use of the kitchen is and other kitchen needs. If more applications are received than the program can accommodate at a given time, a selection process will be initiated as follows:

- A sub-committee of the Monticello Parks, Arts & Recreation Commission will be formed to review the applications.
- Applications will be ranked based on the following criteria:
  - How well developed the entrepreneur's plan is for their food business. A plan with more detail or that is further developed will be ranked higher than a less-developed plan.
  - The extent to which a proposed use of the kitchen will impact other uses of the facility (based on noise, storage needs, times of day the user will need access to the kitchen).
  - How impactful acceptance to the program will be for the entrepreneur's plan for starting their food business.

### ***Food Sales***

The purpose of the program is to provide a commercial kitchen for food preparation with the intention that the tenant sells the food at a separate location. Businesses cannot use the Community Center as their location for food sales because the space is in frequent use for meetings and other rentals.

### ***Liability & Liability Insurance***

Monticello Community Center shall not be liable for any damage to either person or property sustained by the tenant or any third party arising in any way out of the tenant's use, operation, occupancy of kitchen premises, or sale or distribution of any product manufactured in or on the kitchen premises. By entering into the terms of the Monticello Community Center Kitchen Rental Agreement, the tenant covenants and agrees to indemnify, defend and hold harmless the Monticello Community Center, its employees, trustees, officers, past and present and any related corporate entities from all claims, costs and liabilities arising from or in connection with tenants use of the kitchen, including any and all damages, injuries to persons (including death), or property in, upon, or about the kitchen's premises, or any portion thereof, or resulting from the sale, distribution and use of any product manufactured by the tenant on the kitchen premises.

The Monticello Community Center holds liability insurance for the facility and the equipment; it does not provide liability insurance for any food products/items produced by tenants using the facility. Tenants must obtain liability insurance of at least \$1,000,000 with the Monticello Community Center listed as an additional insured.



### ***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.

### ***Kitchen Scheduling***

The Monticello Community Center staff will schedule kitchen use with the business. Tenants are able to schedule their kitchen time up to 6 months in advance. Saturdays may not be reserved for the program until 2 weeks prior to the desired date. Tenants must limit their time to the hours they have scheduled unless it has been approved by Community Center staff.

### ***Regular Cleaning***

Each tenant company will be responsible for cleaning up after their use and help monitor cleaning activities. The Kitchen is also subjected to regular inspections by the Minnesota Department of Agriculture and the Minnesota Department of Health. All dishes/utensils/cutting boards will be sterilized with bleach water or run through the sterilizer by each tenant company.

### ***Inspection***

The Monticello Community Center shall have the right to inspect the kitchen premises at all times and reserves the right to enter the same whenever it is necessary. Allow local, state and federal inspectors access to the kitchen when scheduled or unscheduled.

### ***Deliveries to the Kitchen***

Tenants may have deliveries made to the kitchen facility, as long as they have cleared it with the management and are present to receive the items.

### ***Storage***

There is very limited storage available in the kitchen. Short-term storage for an event or one-time use can be arranged with the Monticello Community Center staff. Long-term storage for those in the Entrepreneur Program is limited to the area assigned. It is essential that each entrepreneur keep their supplies contained to their area and make sure items are arranged neatly and that the storage of the items complies with the current food safety standards.

Food trucks may only be parked at the Community Center if they are participating in an event which is taking place at the Community Center or for short periods of time for loading or unloading.



***Access to the Monticello Community Center Kitchen***

Tenant companies will check out a key to the Monticello Community Center and kitchen that will allow access to the facilities. There is a \$25 key deposit required that remains on file and returned when you turn in your key.

***Fees***

The hourly rate is \$20/hour for use of the Facilities by businesses. Tenants shall reserve time in the kitchen through the Community Center staff. The total hours reserved will be billed to the tenant monthly. If a program participant needs to cancel time they have reserved in the kitchen, they may do so up to a week in advance with no penalty. If a cancellation within a week of the reserved date is needed, the hourly fee is still billed. 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:**

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