



208 East Market Street • Lebanon, TN 37087

## **Communal Kitchen Rules & Procedures**

### **1. Check-In / Check-Out**

- Arrive only during your scheduled rental time.
- Do not enter the kitchen outside of reserved hours.
- Sign in and out using the online portal or check-in sheet provided.

### **2. Cleaning Procedures**

- Wash, sanitize, and return all equipment, pans, and tools used.
- Wipe down all counters, prep tables, and cooking surfaces.  
Sweep and mop floors in your work area.
- Empty trash into designated bins and replace liners.
- Clean spills immediately to avoid accidents.
- Leave ovens, stove, and mixer free of debris/grease.
- Return cleaning supplies to their proper place.

### **3. Food Storage**

- Use only the shelves, refrigerators, or freezer space you have rented.
- Clearly label all items with your name, date, and contents.
- No unlabeled food may be left in the kitchen.
- All perishable items must be removed by the end

### **4. Equipment Use**

- Use equipment only for its intended purpose.
- Report any malfunction, damage, or missing items immediately.
- Renter is financially responsible for repair or replacement if equipment is damaged due to misuse.

## 5. Safety & Conduct

- No smoking, vaping, or alcohol consumption on the premises.
- Closed-toe shoes and appropriate attire must be worn.
- Children and unauthorized guests are not permitted in the kitchen.
- All renters must follow fire safety and health department regulations.

## 6. Security

- Do not share your keypad entry code with anyone.
- Security cameras are in place for safety and accountability.
- Any theft, vandalism, or unsafe behavior will result in termination of access and possible legal action.

## 7. Inspections

- Random inspections may be conducted by Owner or health officials.
- Initial three inspections are subject to the \$75 inspection fee. After three consecutive successful inspections, future inspections will be at no cost. Insurance & Compliance
- Proof of liability insurance is required prior to use.
- Renter is responsible for obtaining any permits/licenses required for their specific business. Penalties
- Failure to clean properly: \$100 cleaning fee deducted from deposit or charged to account.
- Late checkout: additional \$50 per hour billed.
- Repeated violations may result in termination of rental privileges without refund.

**I have read, understood, and agree to follow the Communal Kitchen Rules & Procedures.**

Renter Signature:

Date:

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