



Atlanta Shared Kitchen Application Guide for Casual Members

Welcome to the Atlanta Shared Kitchen. This list of resources will be your guide to things required to use our Kitchen to process food.

To become a member of Atlanta Shared Kitchen, you must complete the following items. (You will receive support from the staff to help you complete these tasks.)

We are always looking for ways to improve, so we welcome your feedback. Please let us know if there is anything we can do to improve your experience at Atlanta Shared Kitchen.

- **Member Application**

Kitchen members must indicate the food product they plan to produce in the kitchen. Due to cross contamination issues, not all food products will be allowed to be processed in the kitchen. Atlanta Shared Kitchen staff will review and approve applications, and you will be notified.

- **Intake Fee**

There is an application and orientation fee of \$25, to help cover some of our administrative costs.

- **Facility Use Agreement**

Kitchen Members will need to read and sign the Facility Use Agreement. This agreement outlines the fee schedule, the required general liability insurance.

- **Kitchen Safety Guidelines**

Kitchen members will complete training on the proper use of all of the equipment, as well as how to fill out an injury report. You may be asked to participate in group training with similar members.

- **Atlanta Shared Kitchen Good Manufacturing Practices and Center Rules**

Kitchen members will familiarize themselves with the GMP and Kitchen rules.

- **Kitchen Access**

You will be given an electronic Key Code to access the building. It may only be used by the registered Kitchen Member or their registered agent. When you terminate your kitchen use, You must use four digits number to enter, as this is how we record your time in the facility.

- **Rent Payment**

Payment for your use of the Atlanta Kitchen is due at the time of booking. Rental rate for kitchen space is \$450 per 3 hours, It will be \$125 for every extra hour.

Note: minimum rental period is 3 hours

Atlanta Shared Kitchen
CASUAL MEMBER APPLICATION

Date: _____

Name(s): _____

Address: _____

City/State/Zip: _____

Phone: _____ Cell Phone: _____

Email: _____

Emergency Contact: (name and phone) _____

1. Briefly describe how you will use our Kitchen/ Studio space.

2. List the products, main ingredients and equipment you will utilize in your processing or in your presentation.

3. Who will access what you produce or present in our Kitchen? _____

4. Preferred times: _____