

## Rules

Please be as respectful and careful of our equipment and facility as you would want your own things to be cared for.

1. You are welcome to use any of the Co-op equipment within the building premises as long as it is returned clean and in the same condition you found it.
2. If you damage any equipment you will be responsible for replacing it. Accidents do happen, please have the integrity to let us know immediately.
3. An immaculately clean kitchen is what we aspire to. Please make sure that all surfaces, including floors that you use are left spotless when you leave. Please let us know, when you arrive, if there is any sanitation problem.
4. Dishes & equipment must be returned to their original places when you leave.
5. You are responsible for supplying your own trash bags, towels and chef bag (ie; knives, cutting boards etc
6. Members must be Licensed Food Handlers and must display their license in the kitchen.
7. All boxes must be broken down flat and placed in outside garbage bin for collection. (Excessive garbage or recycling will incur an additional charge).
8. All other trash must be bagged and also placed outside in bin.
9. Please let us know immediately if there is a problem with any aspect of the facility so we can try to rectify the problem as soon as possible. This includes kitchen equipment, refrigeration, sinks, stoves, plumbing, bathrooms, garbage collection, electrical, etc.

9. One-month advance written notification is required by all Members to terminate kitchen rental. Last month's rent will be forfeited if written notice is not received.

**CANCELLATION POLICY;** Once you have booked kitchen time you are responsible for paying for those hours. While we understand that things come up, we have committed those kitchen hours to you and expect you to follow through with your financial commitment to A & A Kitchens.

\*Repeated (3) violations of Health Department Codes may result in revocation of your kitchen usage privileges, and cancellation of your lease.