



## City of Halsey

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Halsey, OR 97348

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[www.cityofhalsey.com](http://www.cityofhalsey.com)

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# Kitchen Use Agreement

The Kitchen is furnished with:

- Two electric coil-top stoves
- A double-door commercial refrigerator
- A chest freezer
- Stainless steel work tables
- A three-compartment sink
- A drying/storage rack
- A hand washing sink

Users should bring:

- Pots, pans, baking sheets
- Knives, cutting boards
- Cooking utensils, tongs, ladles
- Hot pads, trivets, cooling racks
- Towels or rags for cleaning or mopping up spills
- Serving containers and utensils
- Foil, plastic wrap, Ziploc bags or containers for storing ingredients and leftovers
- Small appliances like blenders or food processors

There may be a few of these things in the kitchen. Anything in the kitchen is available to use. Please clean and put away any items that you use. Personal items need to be removed at the end of the event. There is no on-site storage available.

## Feeding the Public

In a private event, no license is necessary. If you are scheduling an event in which you will feed the public, you need to apply for a "Beneficent Temporary Restaurant License" from Linn County. The application fee is \$10, and the application can take two to three weeks to process. There are applications available at City Hall, and the staff can help answer questions about filling them out. More information about this process is available at [http://www.co.linn.or.us/health/enviro\\_n\\_health/eh.htm](http://www.co.linn.or.us/health/enviro_n_health/eh.htm) or at (541) 967-3821.

**Food Handler's Card:** If you are feeding the public, you will also need to have one person present and working in the kitchen that has their food handler's card.

## Canning

Canning for sale falls under the control of the Oregon Department of Agriculture. Canning for personal use does not need to be licensed, but canning can be hazardous and the ODA recommends following safe canning processes. This information is only a summary. For more information, contact the ODA office at 503-986-4550.

Canning food for sale is permissible only if the individual is canning produce from their own garden.

Certain kinds of canning are exempt from licensing. Fruit jams and jellies and salsa can be canned for public sale without a license. They still need to follow good manufacturing standards and safe canning processes. The primary ingredients need to be grown by the person canning – namely the fruit in the jam, and the tomatoes, onions and cilantro in the salsa. Sugar, spices or other seasonings can be purchased.

Vegetables are not exempt from licensing. Vegetables also need to be grown by the person doing the canning. In order to get a license, one would need to:

- Take a three day course on canning called Better Processing School that is offered at OSU.
- Submit a Processing Schedule Plan to a Processing Authority with the Department of Agriculture
- Supply samples of their product to the Processing Authority for testing and receive a license.
- Licenses are issued to a specific person, not to group or to space.

The above standards are all for product that is made to be sold to the public. Canning for personal use, even in a public kitchen, does not need to be licensed by the ODA.

## Liability and Insurance

The City of Halsey shall not be liable for any damage to either person or property sustained by the tenant or by any third party arising in any way out of the User's use, operation, occupancy on Kitchen premises, or sale or distributing of any product manufactured on the premises. The Users covenant and agree to indemnify, defend, and hold harmless the City of Halsey and its employees from all claims, costs, and liability arising from or in connection with damages, injuries to persons (including death), or property in, upon, or about the Kitchen premises, or any portions thereof, or resulting from the sale, distribution, and use of any product manufactured by the User on the Kitchen premises

Building insurance purchased by the City of Halsey covers the City of Halsey. The individuals reserving the facility are not covered by that policy, and may want to purchase temporary insurance from an insurance company to cover their event. See attached "Tenant User Liability Insurance Program" flyer.

## Health and Safety Responsibilities

To ensure the safety of all persons associated with the Kitchen facility, Users shall also comply with following rules:

1. **Worker Safety.** There are numerous hazards in a kitchen, including potentially hot elements on the stove and in the oven, water or spills on the floor that can be slippery, sharp edges such as knives, and flammable materials like hot oil. The User is exclusively responsible to ensure that User and its volunteers or employees observe proper safety procedures while using the kitchen.
  
2. **No unsupervised children are allowed in the kitchen at any time.** Parents are cautioned that kitchens contain many hazards, and that they are responsible for the safety of their children at all times.
  
3. **No Live Animals** are allowed inside the building while food is being processed or served. No live animals are allowed in the kitchen at any time. The only exception to this rule is service animals, as defined by State and Federal law.
  
4. **The Fire Extinguisher is located immediately inside the kitchen door above the hand washing sink. It is rated for grease fires. There are additional fire extinguishers located near the exits at the north and south ends of the building. They are rated for ABC fires but not for grease fires.**
  
5. The **First Aid Kit** is located in the Community Center. It is mounted on the wall near the sink.
  
6. **Make sure all appliances are turned off before leaving the building.**

Cleaning

Please plan time to clean up after your event. You may want to schedule people to help you. The Kitchen Cleaning Checklist needs to be complete and the kitchen needs to be left clean in order to get your deposit back. **If the User fails to leave the facility in the proper condition, their deposit may be withheld in part or in full, and they may be billed for additional cleaning charges if necessary.** Thank you for helping to take good care of this space that benefits the whole community.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_