

CANNON COUNTY
UT EXTENSION
INSTITUTE OF AGRICULTURE
THE UNIVERSITY OF TENNESSEE

UT Extension, Cannon County Kitchen
614 Lehman Street
Woodbury, TN 37190
615-563-2554
615-563-1285 – Fax

Operating Agreement

THIS ANNUAL AGREEMENT, made on this _____ day of _____, in the year of _____, between UT Extension Cannon County Kitchen, 614 Lehman Street, Woodbury, Tennessee 37190, 615-563-2554, and _____, _____, Owner.

CONDITIONS FOR LEASE:

We require:

1. A valid Domestic Kitchen Food Safety Course Certificate offered by the University of Tennessee.
2. Proof of liability insurance with UT Extension, Cannon County Kitchen listed as additional insured.
3. Tennessee Department of Agriculture Regulatory Services Food and Dairy inspection to permit manufacturing food for sale. Each time inspected by TDA, provide a copy to UT Extension Cannon Count Office
4. A signed Operating Agreement with UT Extension, Cannon County Kitchen

Client agrees to abide by the following Rules and Regulations, and agrees that upon violation of said Rules and Regulations, UT Extension, Cannon County has the option to terminate this lease and demand that Client vacate the premises.

RULES:

1. No grease down the drain. All grease needs to be collected in a bottle or jar and disposed.

2. Your label should reflect that this kitchen and kitchen equipment has been exposed to peanuts and other potential allergens. A statement such as: "Allergy information: Manufactured in a facility that also processes foods that may contain: milk, eggs, peanuts, tree nuts, fish, shellfish, soy, and wheat."
3. You'll need to bring your own ingredients and specialized equipment. If you are using the kitchen consecutive days you may store your items overnight.
4. You'll need to bring your own consumables including cleaning products, paper towels, and hand soap. If you are using the kitchen consecutive days you may store your items overnight.
5. Each customer is responsible for cleaning the kitchen as part of their kitchen use, including all equipment, tables and floors. We'll supply the necessary cleaning supplies and will take care of the periodic deep cleaning.
6. The UT Extension, Cannon County Kitchen is available for rent on a day by day basis for **\$40.00**. Make checks payable to **University of Tennessee**. Acceptable forms of payment are cash and check. There will be a \$30.00 fee for returned checks. The kitchen is available on a first-come, first-served basis.
7. All trash in the kitchen must be removed on a daily basis and placed in the dumpster behind the UT Extension, Cannon County building. Replacement garbage bags are to be reapplied.
8. The consumption of alcoholic beverages will not be permitted on the property.
9. All tobacco use, including, smoking is prohibited inside the UT Extension, Cannon County building.
10. Any product produced in the UT Extension, Cannon County Kitchen will be recorded by the producer in the Production Notebook. In the Production Notebook note the Producer, Owner, Contact Information, product description, batch number, product number and/or any other indicating feature your product may have.

GENERAL INFORMATION:

Any wear and tear that is the result of abuse by the client, UT Extension reserves the right to repair at its convenience. A Maintenance and Supply Request Form may be completed by the client.

Term of this lease is from appointment to appointment. UT Extension, Cannon County reserves the right to terminate this lease for any violation of rules and/or regulations. By signing below, you agree to abide by the UT Extension, Cannon County Kitchen Operating Agreement and have read and understand the Information for Producers.

Print Full Name

Signature Date

Revised 7/8/2015