

Livingston Food Resource Center Community Kitchen Fee Schedule – Exhibit A

The fees listed below may change as the facility grows; as much advanced notice as possible will be given to all Users whenever changes in the fees are made.

Action	Fee	Description
Start up/Orientation		
Initial Consultation	No charge.	This service includes a complete facility tour and overview of all equipment, processing capacity, and support services available to Kitchen Users. Appointment required.
Orientation and Application	\$50.00 One-time fee	This fee covers instruction for equipment use and cleaning, guidance on product development, regulatory issues and packaging. The Orientation and Application Fee also covers safety and sanitation training, including ServSafe Certification.
Cleaning and Security Deposit	\$50.00	This Deposit will be used to pay cleaning costs for Users who leave the kitchen in an unacceptable manner. This will be applied to any damage or breakage caused by misuse of equipment. Balance will be returned on request when User is no longer using the facility.
Kitchen Use		
Entrepreneurs/new business startups	\$ 12.00/ hr per production area	Applies to entrepreneurs during product development and testing (Limited to a period of three consecutive months).
Established Food Processors	\$ 15.00/ hr per production area	Applies to all established food processors during food processing (Maximum of four workers).
Caterers, private cooking classes, meal preparation	\$ 20.00 /hr per production area	Applies to caterers, private cooking classes, and meal preparation in conjunction with rental of the adjoining Multi-Purpose Room.
Packaging rate	\$ 10.00/hr	For Users that need space in an inspected kitchen for the purpose of packaging food products – no equipment is included in this rate, only tables and work space. This rate and service is available on a space available basis only and must be scheduled in advance with the Kitchen Supervisor.
Setup	30 minutes allowed at no charge	All scheduled Kitchen Users will be allowed 30 minutes, at no charge, to bring all equipment and supplies that they require for processing, into the Kitchen. All equipment must be inspected and approved by the Kitchen Supervisor before being brought into the Kitchen.
Cleanup	30 minutes allowed at no charge	All scheduled Kitchen Users will be allowed 30 minutes, at no charge, at the conclusion of production for cleaning and sanitizing. If necessary, additional time may be allowed by the Kitchen Supervisor. Abuse of this time limit may result in additional hourly processing charges.

Storage Use		
Freezer or Cooler – 4' long	\$ 10 /week	All storage is for Kitchen Users only, short-term, and is on a space-available basis.
Dry storage – 4' long	\$ 10 /month	
Other		
Maximum Rental	\$1500/month	Kitchen Users who require extended hours on a regular basis, a maximum amount of \$1,500 per month may be charged when the Kitchen use is confined to a specific area, and there is space available for other clients to operate simultaneously. This fee may include storage fees as long as the amount of storage used does not prohibit other clients from using the Kitchen storage areas when available. This preferred rate arrangement must be approved by the LFRCK Kitchen Supervisor and Executive Director in advance. Actual usage hours and production must still be recorded and submitted daily.