

Woodford County Extension Service Commercial Kitchen Guidelines

Mission: To provide a professional, permitted working environment for individuals who are exploring the production of value-added products for resale.

Guidelines:

1. The permitted kitchen at 184 Beasley Drive, Versailles, Kentucky is open to residents of Woodford, Franklin, Scott, Jessamine, Fayette, Mercer, and Anderson Counties only. Priority will be given to those individuals adding value to their farm-raised products. Individuals outside this area will be accommodated wherever possible but priority will be given to the above mentioned counties.
2. The kitchen may be reserved in (6) hour time blocks, with 2 time blocks per day. Time slots are (1) 8:30 a.m. to 2:30 p.m.; (2) 3:30 p.m. to 9:30 p.m. Individuals may reserve a maximum of one slot per day for no more than 2 days per week.
3. Rates for the space is as follows:
\$30.00 per slot per day, payable in advance. Failure to pay for a kitchen slot will result in your slot will be given to someone else. Fees may not be split.

Potential producers may use the kitchen at no charge twice prior to being permitted (once for a practice run and once for inspection). After the inspection, the kitchen fee will be assessed.

4. Storage space may be available for a monthly fee of \$5.00/month for upper cabinets and \$10.00/month for lower cabinets. Storage space is limited and will be on a first come, first served basis.

No items can be stored outside of the storage cabinets provided. The Woodford County Cooperative Extension Service cannot provide storage space for large items. The producer must bring them each time they process.

Any products stored in the refrigerator and/or freezer must be individually labeled with a date. All of these items must be kept together in a hard-sided closable container and clearly labeled with your name and your company name. Products not properly stored will be thrown away.



5. All spots are reserved on a first come, first served basis. No waiting lists will be created, however, you may call in to recheck on reserved time slots.

Producers can reserve a specific time slot two weeks in advance only. Due to the interest in specific time slots, producers will not be able to reserve a particular time for an extended period. For example, a producer cannot call and reserve every Tuesday evening for the entire year. Every two weeks, each producer must call in to reserve time slots for that period on a first call first reserved basis beginning at the start of office hours on Monday. We will not reserve the kitchen space using our voice message system.

6. Time slots must be paid for in advance. Failure to prepay may mean your slot will be given to someone else. If you fail to cancel your reserved time slot or cancel with less than 24 hours' notice, you will not receive a refund.
7. Individuals using this facility outside normal business hours will be responsible for picking up a key to the kitchen **during normal business hours**. It is also the individual's responsibility to return the key to the Woodford County Cooperative Extension Service within the next 24 hours.
8. Individuals utilizing the space are responsible for supplying all their own ingredients, supplies, utensils, and recipes.
9. Individuals are responsible for all clean-up including cleaning sinks, wiping down tables, sweeping the floor and taking out the trash. Trash cans and cleaning supplies will be provided by the Cooperative Extension Service. **Individuals not cleaning the kitchen properly may be charged a \$100.00 cleaning fee, or the actual cost of services from a professional cleaning service, whichever is higher. The individual may be refused future use of the kitchen.**
10. The kitchen may *not* be used for catering individual or private functions of any kind. The kitchen can only be reserved by groups affiliated with the Woodford County Cooperative Extension Service or its programs.
11. Canning of low-acid food or those foods requiring pressure canning will not be allowed. Only foods, which can be safely processed in a water bath canner will be allowed. Such foods include jams, jellies and baked goods. Other foods such as fruit, pickles, salsa, & tomato products may require approval from the state.
12. For those individuals microprocessing, a certificate showing completion of the required Homebased Microprocessor educational training offered by the University of Kentucky will be required prior to processing.





13. Each processor must obtain a **Food Handler's Certificate** through the County Health Department (all online training). This is handled through the Environmental Office of the Health Department. You may reach the *Woodford County Health Department at (859) 873-4541.*
14. Each processor must carry **Liability Insurance Coverage** in the amount of **\$1 million dollars**. Users are liable for any breakage or damage resulting from their use, and must supply proof of insurance prior to use of the kitchen.
15. Each processor is required to obtain a **General Food Manufacturer Permit** through the State Health Department. *To obtain this permit, contact The Kentucky Food Safety Branch at (502) 564-7181.* This requires an inspection of your production at the kitchen location so advance notice is required. Please call the office to book the kitchen space for the day of your inspection so there is no kitchen conflict.
16. Processors may wish to purchase a Mobile Retail Market permit from the Woodford County Health Department. This permit is required to sell commercially manufactured products at the Farmers Market as well as at festivals, bazaars, and other activities.
17. This kitchen facility, like all kitchens, poses substantial risk of harm from sharp instruments, hot items, and numerous other hazards. Users assume all risk of harm that might result from use of the facilities, waive any claim that might arise out of this activity, and agree to release and hold harmless the University of Kentucky, its employees, agents, representatives, and volunteers specifically including but not limited to the Woodford County Extension Service harmless from any and all obligations, liabilities, claims, demands, costs, and expenses, including attorney's fees, or demands of any kind and nature whatsoever which may arise by or in connection with use of the facilities.
18. The Woodford County Cooperative Extension Service reserves the right to post additional rules in the kitchen as needed. Users agree to abide by any and all rules posted in the kitchen.





I have read and understand the guidelines, and have expressly noted and agreed to the assumption of risk, waiver and hold harmless contained in paragraph 17. I understand that failure to comply with the guidelines may result in my being refused use of the kitchen facilities.

 Signature

 Date

Your Name: _____

Name of Business: _____

Address: _____

City, State, Zip: _____

Email: _____

Daytime Phone Number: _____

For office use only:

Date received: _____

Received by: _____

Copy of Food Handler's Certificate

Date of Expiration: _____

Copy of Insurance Policy

Date of Expiration: _____

Copy of General Food Manufacturing Permit

Date of Expiration: _____

