

## Estill County Cooperative Extension Service Certified Kitchen Guidelines

Mission: To provide a professional, permitted working environment for individuals who are exploring the production of value-added fruit, vegetable, and baked products for resale and to encourage the use of locally grown and produced products.

### Guidelines:

1. The permitted kitchen at 76 Golden Court, Irvine, Kentucky is open to residents, age 21 or over of Estill County. Priority will be given to those individuals adding value to their farm-raised products. Individuals outside the county will be accommodated wherever possible but priority will be given to residents. Kitchen is made possible by a grant through the Kentucky Agriculture Development Fund (KADF).

2. The kitchen may be reserved in (4) hour time blocks, with 3 time blocks per day. Time slots are

- (1) - 8 am to 12 pm;
- (2) - 1 pm to 5 pm
- (3) - 6 pm to 10 pm

Individuals may reserve a maximum of two slots 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 being given to someone else.

In addition, a **\$50 deposit** is required payable in advance. After you have used the facility, staff will access the condition and inventory of the kitchen. If the conditions of this agreement are met, your deposit will be refunded. If you have not met the conditions of this agreement, the deposit will not be returned.

**MAKE CHECK PAYABLE TO: Estill County Extension District.**

The Estill County Cooperative Extension Service cannot provide storage space. The producer must bring their own supplies each time they process.

4. 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.

5. Time slots must be paid for three days 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.
6. Individuals utilizing the space are responsible for supplying all their own ingredients, canning supplies, utensils, and recipes.
7. Individuals are responsible for all clean-up including cleaning sinks, wiping down tables, mopping 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 will lose their deposit and may be refused future use of the kitchen.
8. The kitchen may not be used for catering individual or private functions of any kind. The only exception would be groups associated with the Estill County Cooperative Extension Service.
9. 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 pepper jellies, pickles, salsa, tomato products and BBQ sauces require approval from a process authority.
10. For those individuals micro-processing, a certificate showing completion of the required Home-based Micro-processor educational training offered by the University of Kentucky will be required prior to processing. All micro-processing requires a process schedule (recipe) approved by the University of Kentucky.
11. Each processor must have proper health department certification. Each processor must attend the Food Handler's Certification Program at the Estill County Health Department.
12. Individuals using this facility outside normal business hours will be responsible for picking up a key to the kitchen. It is also the individual's responsibility to return the key to the Estill County Cooperative Extension Service.
13. Each processor is required to obtain a General Food Manufacturer Permit through the State Health Department. To obtain this permit, contact Annahall Norris at 859-236-8159. 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. Local health departments can give you more information.
14. Each processor must have their labels approved through the Food Safety Branch of the State Health Department. A letter of approval from the State Health Department must be on file prior to using the kitchen. Labels are submitted to the Food Safety Branch (Annahall Norris, 859-236-8159).
15. Users are liable for any breakage or damage resulting from their use.
16. 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 Estill County Extension Service 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.

17. The Estill 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. No drugs, alcohol, or smoking are permitted at the Estill County Extension Office.

"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. "

\_\_\_\_\_   
Kitchen user signature required

\_\_\_\_\_   
Date

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

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

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

TIME SLOT RESERVED (check appropriate ones):

- 8:00 a.m. – 12:00 p.m.
- 1:00 p.m. – 5:00 p.m.
- 6:00 p.m. - 10:00 p.m.

PAYMENT AND DEPOSIT RECEIVED (circle one) → Yes or No

DEPOSIT RETURNED (circle one) → Yes or No (If no, list reason not returned)

**EXTENSION STAFF MEMBER PROCESSING THIS FORM**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



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