



# The Prairie Kitchen

## Occasional Use Application

Thank you for your interest in using The Prairie Kitchen for your culinary project. The kitchen is a state-of-the-art culinary facility that may be used for nutrition education and culinary instruction, personal food preparation (not for resale), and commercial food preparation by licensed individuals and businesses. To reserve the kitchen, please email your completed application to Kitchen@BPNN.org at least 2 weeks before your desired date. We are currently booking reservations through 2017.

### Applicant Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Mobile Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_

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

Website URL: \_\_\_\_\_

Emergency Contact (name and phone): \_\_\_\_\_

### Proposed Use

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

Start Time: \_\_\_\_\_ AM / PM thru End Time: \_\_\_\_\_ AM / PM

1. Briefly describe how you will use the kitchen: \_\_\_\_\_

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2. List the products, main ingredients and equipment you plan to use:

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3. Who will consume what you produce in the kitchen? \_\_\_\_\_

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## The Prairie Kitchen

### Credit Card Security Deposit Authorization Agreement

By signing this form, you authorize Badger Prairie Needs Network, Inc. to process the credit card listed below for full payment against damages and/or rental fees in association with your use of The Prairie Kitchen at 1200 E. Verona Ave.

Rental Date(s): \_\_\_\_\_ Hours: \_\_\_\_\_

#### Credit Card Information

Cardholder Name (as printed on card): \_\_\_\_\_

Account Type:  Visa  MasterCard  American Express

Credit Card Number: \_\_\_\_\_

Expiration Date: Month \_\_\_\_\_ Year \_\_\_\_\_

Security Code: Visa/MC \_ \_ \_ AmEx \_ \_ \_ \_

#### Billing Information

Company Name (if applicable): \_\_\_\_\_

Responsible Individual: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

I authorize Badger Prairie Needs Network, Inc. to process the above credit card for full payment against any damages and/or additional charges incurred in association with the use of The Prairie Kitchen. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms and conditions identified in the temporary revocable license.

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Date



# The Prairie Kitchen

## Rules and Expectations

### Authorized Users

1. Only authorized, pre-approved culinary activities may be conducted and only authorized individuals are allowed in the kitchen.
2. No one under the age of 18 is allowed in the kitchen except under a parent's supervision or with a parent-signed "waiver of liability" that holds Badger Prairie Needs Network, Inc. and the facility owner, Dane County Wisconsin, harmless for any injury, no matter who or what caused the accident or injury.
3. Anyone under the age of 18 must be under the supervision of an adult at all times.
4. The registered user is responsible for training other persons using the kitchen during the licensed period. The registered user is also responsible for any damage, losses or injuries caused by the actions of other person using the kitchen during the licensed period. (Equipment instruction is available for a \$25 fee. Please contact the kitchen coordinator to schedule.)
5. All injuries must be reported and a completed injury report submitted to the kitchen coordinator before leaving the facility.
6. Individuals who are sick or exhibit symptoms of illness (including vomiting, diarrhea, fever and skin infections) are not allowed in the kitchen until 24 hours after their last symptom.

### Housekeeping Policies

7. Clean and sanitize all food contact surfaces prior to starting work and after every stage of preparing your recipes. Prepare cleaning solutions according to the pre-established formula. Store all detergents and chemicals in the cabinet located above the mop sink.
8. Wipe up spills right away and clean and sanitize food contact surfaces. Use paper towels and not dish towels/sponges you bring from home.
9. Never prepare vegetables on the same surface as raw meat. Use the RED CUTTING BOARDS for raw meat and fish - Use other boards for all else. Clean other surfaces before switching between raw meat and other ingredients.
10. Help keep our garbage disposal working - Dispose of all food solids in the trash can before rinsing utensils, bowls, and pots and pans.
11. Do not run non-stick pans through the dish machine.

### Check-Out

12. Clean all surfaces and clean and sanitize all items used during the rental. Return items to the designated storage location.
13. Sweep and mop the floor as needed. You must leave the facility in the condition you found it.
14. Make sure that no equipment or items provided by Badger Prairie Needs Network, Inc. leaves the premises. Account for all small-wares used during the rental including knives, utensils, pots and pans, etc.
15. Lock the kitchen closet and close the door when leaving. Ensure that everyone involved in your rental has left the building and make sure the external doors are locked.



# The Prairie Kitchen

Photo and Article Release

Thank you for using The Prairie Kitchen. The purpose of the kitchen is to provide nutrition education for households on very low food budgets, provide opportunities for individuals and businesses to pursue food-related activities, and engage the community in the work and mission of Badger Prairie Needs Network, Inc.

Your cooperation in helping us publicize this facility will help us achieve our greatest potential as a community resource. We ask that you kindly allow us to use your image and other information to help communicate the benefits and purpose of the kitchen facility. In no circumstance, will your image/information provided here ever be sold to a third party.

If you are willing to allow us to take photos and use these images and other information for our promotional activities (including website, Facebook, and other social media posts and printed flyers and reports) please sign the agreement below.

*I give Badger Prairie Needs Network, Inc., consent to use personally identifiable information (business name, contact name, physical address, telephone number, email, and website) and to use photographs and other presentation materials for the benefit of the Needs Network.*

*I further understand that no special compensation will be provided to me for use of my information, materials, or photographs.*

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Signature

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Date

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Printed Name



## The Prairie Kitchen

### Liability and Confidentiality

Limitation of Liability: User agrees that any and all claims involving Badger Prairie Needs Network, Inc. are strictly subject to the following limitations:

**Indemnity Clause.** User indemnifies and holds Badger Prairie Needs Network, Inc. harmless from and against any and all liabilities, claims, demands, suits, losses, damages, costs, attorney's fees and expenses for bodily injury to, or death of any person, or damage to or destruction of any property, caused by any negligent or intentional act or omission on the part of user and/or Badger Prairie Needs Network, Inc., and any officers, employees or former employees of User or Badger Prairie Needs Network, Inc.

**Liability.** Badger Prairie Needs Network, Inc. shall not be liable for any damage to either person or property sustained by the licensee or by any third party arising in any way out of the User's use, operation, occupancy of Prairie Kitchen, or sale or distribution of any product manufactured on the premises. The Users covenant and agree to indemnify, defend, and hold harmless Badger Prairie Needs Network, Inc. and its employees and volunteers 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 premises, or any portions thereof, or resulting from the sale, distribution, and use of any product manufactured by the User on the premises.

**Confidentiality.** User and Badger Prairie Needs Network, Inc. agree and acknowledge that the kitchen is a shared-use facility and may be occupied and used simultaneously by similarly situated third-party Users ("others"). The Parties further acknowledge and agree that the conduct of user's business and production of User's food products may involve the use of recipes, techniques, sources of ingredients, financial and business records and other information that is owned and used exclusively by the User that constitute trade secrets or proprietary knowledge that must remain confidential for the protection of User's business ("Confidential Information"). User acknowledges and agrees that others may also have Confidential Information that applies to conduct of their own business. User and Badger Prairie Needs Network, Inc. acknowledge and agree that User's Confidential Information may be disclosed to Badger Prairie Needs Network, Inc. for the purpose of providing product authorization and/or training.

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Signature

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Date

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Printed Name