Blue Ridge Food Ventures, LLC
Rental and Use Policies

1. **Rate Schedule:** The attached rate sheet (Exhibit A) shows the fees attached to the different services provided by BRFV. This schedule may be changed at any time. Efforts will be made to give users as much notice as possible before changes are made.
2. **Standard Operating Procedures (SOP's):** The attached SOP's (Exhibit C) are the core tools (along with the Rental & Use Policies and the BRFV User Agreement) to insure that all food production at BRFV takes place in a safe and sanitary manner. To help new Users develop good production habits, we have developed an SOP Checklist to be used for at least the first 3 productions. This checklist shall be turned in along with the Production Sheets at the end of production. The SOP's may be updated periodically and will be posted on the board with the Production Sheets and sent out electronically. <u>It is the User's responsibility to see that every employee/helper receives, understands and follows any updated policies.</u>
3. **Facility Use**: Users must request use of a food processing area at least one week in advance. If space is available, requests will be accepted up to 24 hours in advance. Use the on-line scheduling system on the BRFV website and you may expect a reply within 48 hours in most cases.
4. **Cancellations**: Cancellations of kitchen use must be received as soon as possible but NO LATER than 24 hours in advance. Repeated cancellations may result in the User being denied use of the facility.
5. **No-Shows**: If no cancellation notice is received 24 hours in advance of scheduled kitchen time, and another User has been denied access due to that prior reservation, then the "No-Show" User will be charged $24 for the No-Show.
6. **Eligible Users**: Only those Users and their employees that are registered and authorized by the Executive Director are allowed to be in the production areas. Every User must provide the Executive Director with an Emergency Contact Form for each employee/helper and certify that each employee/helper has been trained and has received a copy of these guidelines and the SOP's. If the registered User is not present during production, he/she must name and authorize to BRFV staff a "Production Manager". This person will be responsible for assuring that all facility policies are followed by all workers for that User. BRFV will report serious violations to the User by phone or email; the User shall respond and correct the matter within 24 hours.
7. **NO CHILDREN UNDER 16** are allowed in the kitchen areas. <u>No unsupervised children are allowed in the other areas of the facility at any time.</u>
8. **NO LIVE ANIMALS** are allowed inside the building at any time.
9. **BRFV is located on the <u>Smoke-Free A-B Tech Enka Campus</u>. Please respect it.**
10. **No eating or drinking from open containers is allowed in the food production areas**. The break room is provided for workers to eat meals and take breaks. <u>Only drinks in covered containers are allowed in the food production areas and must be kept on lower shelves, below any food items.</u>
11. **Sign-In Production Sheets**: All Users are required to sign-in on **a Sign-In Production Sheet** when they arrive at the facility and begin to assemble their products. All users must complete a Facility Checklist (on the back of the Sign-In Sheet) to note any areas of the kitchen that need attention. Users sign-out when they are finished cleaning the facility. There will be a **half-hour set-up time** allowed, off the clock, so that Users may bring all their needed equipment and supplies into the kitchen and get set up for efficient processing. Failure to accurately sign-in and out may result in the User being denied use of the facility.
12. **Cleaning time** at the end of each User's operation will also be off the clock, to insure thorough cleaning and sanitation. Abuse of this cleaning time may result in additional hourly processing charges.

13. **Facility Failure**: In the event of equipment failure or other facility issues that compromise production, no charge will be made for lost hours. Users MUST fill out a Facility Incident Report within 24 hours of the occurrence to be eligible for a credit.
14. **Garbage Disposal:** Use only the BRFV dumpster, located down the parking lot from the main doors of BRFV. DO NOT USE ANY OTHER DUMPSTER ON THE PROPERTY. **No cardboard or boxes** are to be put in the BRFV dumpster. Take it home, or recycle it in the special recycling dumpster located at the far opposite end of the building. If you don't know where it is, please ask.
15. **Dry Storage**: Fees are charged on a monthly basis. Cage rent is payable one month in advance. Each pallet or shelf or rack must be clearly identified and labeled with the User's name. Opened food items must be stored tightly covered in containers labeled with the container's contents. All items must be on pallets or shelves or otherwise off the ground at least 6 inches for items on moveable shelves, 12 inches if they are on permanent racks. Plastic milk crates or covered plastic tubs are good to store utensils and other items. The areas around stored items must be kept scrupulously clean, swept and mopped as often as needed, but at least once a month.
16. **Cooler Storage**: All items must be clearly identified and labeled with the User's name. Food items must be stored tightly covered. Remember that you are paying for cooler storage by the shelf or pallet or speed rack. It is to your advantage to arrange your items in the most space efficient way, keeping in mind sanitation guidelines that dictate raw meats, poultry, fish, seafood and eggs on bottom shelves. You are also reminded that you must clean and sanitize your storage shelves at least once a month. You must mop your area immediately if there are any spills.
17. **Shared Use Facility**: Please remember that this is a shared-use facility with NO janitorial service. If you notice that trash containers in the break room or rest rooms are getting full, please empty them into the dumpster and re-fit them with plastic trash bags. The same is true for toilet paper, paper towels, etc…The Break Room is for all to share. If you use it, please clean it. Wipe the table, sink, and refrigerator. Sweep the floor if it needs it. This space is for your convenience, please take care of it.
18. **Smallwares**: Users will provide their own towels, pots, pans, small wares & other special items necessary to their specific production needs. Do not leave your personal small wares or cleaning rags in the kitchens. They may be sold or thrown away without notice.
19. **BRFV does NOT provide thermometers or scales for use in production. Users should invest in such equipment to meet their regulatory & record-keeping needs.**
20. **Shared Helper Equipment**—BRFV has a few rolling carts & equipment dollies that may be used for moving equipment and supplies around the facility. They are not for long-term storage and should be emptied as soon as possible so that they are available for other Users. BRFV does not guarantee that one of these will always be available for Users. Consider it a blessing if they are there when you need them. BRFV is allowed to use a fork lift belonging to A-B Tech. There is no guarantee that this will always be available, or that BRFV staff will be available to use it. Again, it is a blessing. The alternative is to use the pallet jack.
21. **Deliveries**—BRFV does not receive shipments addressed to Users. It is the responsibility of the User to make arrangements to be on-site when deliveries are scheduled. IF BRFV staff are available and receive shipments, they take no responsibility for the condition/contents of said shipment.
22. **BRFV Property**: No equipment or others items belonging to Blue Ridge Food Ventures, LLC, is ever allowed to leave the premises.
23. **Fine.** The fine for violation of Facility policies is a minimum of $75.00 per occurrence.