All Commercial Users of the Heath Kitchens must complete the following activities and supply the following documents before they may use the facility.

Please circle the kitchen being used: Community Hall Jacobs Road

|  |  |  |
| --- | --- | --- |
| **Item** | **Initials** | **Date** |
| Complete and submit User Application. |  |  |
| Review and sign the Facility Use Agreement |  |  |
| Provide a Certificate of Liability Insurance with the Town of Heath listed as an Additional Insured |  |  |
| Obtain a valid food license, or licenses, from the appropriate food licensing agency 1 |  |  |
| Provide a copy of Serve Safe Certification Certificate |  |  |
| Attend a facility orientation. |  |  |
|  |  |  |
| Review and sign the Commercial User Guide |  |  |
| Submit payment of estimated rent and (refundable) deposit. Amount: \_\_\_\_\_\_\_\_\_\_\_. |  |  |
|  |  |  |

For additional information and assistance please contact a Kitchen Manager:

Alice Lee (917-683-6199) Alicelee727@gmail.com

Pam Porter (413-337-5535) pam\_porter@verizon.net

1. Contact FRCOG to determine if your event requires you to obtain a food permit.