

## All Saints Indian Mission Kitchen Use Agreement

**Organization(s):** \_\_\_\_\_

**Dates & Times:** \_\_\_\_\_

We look forward to working with you in the shared kitchen of All Saints Indian Mission (ASIM)/ First Nations Kitchen (FNK). ASIM/FNK is licensed for Institutional Food and for Food Shelf. We do not hold a license for Commercial Kitchen.

As a church community and an outreach program caring for the needs of people we have events e.g., wakes, funerals, workshops and more, that may be scheduled suddenly and unforeseen. These events are given precedence for using the kitchen space. We do the best we can to let those renting the kitchen know as soon as possible, since these are times that the kitchen spaces will not be available.

### Requirements:

- 1) Two unrelated adult leaders who will be present for each class will complete a background check. ECMN will provide support for completing background checks. Form will be provided by ASIM and mailed to ECMN. Adults will cover this cost.
- 2) Same leaders will complete Safe Church Training: Contact Dan Miglets-Nelson at [dan.mn@episcopalmn.org](mailto:dan.mn@episcopalmn.org) for training. The training is online and free.
- 3) Same leaders will read, discuss and sign this agreement.
- 4) An ASIM/FNK person will provide a walk through to provide information and to answer any questions.
- 5) The two leaders must be present in the space where the classes take place.

### Space Use Rules:

- There will be only one group or renter at a time using the kitchen, with no overlapping.
- Kitchen hours are not available on Sundays 7 am- 5:30 pm when First Nations Kitchen is in operation or other times when wakes and funerals are scheduled.
- You must communicate your schedule a month in advance by communicating with Ritchie Two Bulls at [director@firstnationskitchen.org](mailto:director@firstnationskitchen.org) or 612-790-8482 (call or text). We will keep an updated physical calendar on site. In the event of cancellation please communicate as soon as possible with Ritchie.
- All leaders must sign in on the log in the orange binder with your name(s), time in and out, each time you are using the kitchen and/or are on the premises. This includes any guests/helpers/participants you have on site. Be sure to abide by all the cooler, refrigerator and freezer guidelines (posted).
- You must clean up before your shift ends. Leave the space clean, orderly and ready for use. Dishes can dry overnight but no longer than 24 hours. Plan to return to put away dishes and/or communicate with others to make a plan so that the space will be ready

for the next person. Be mindful of the schedule. Remove all potentially smelly organics and garbage by the end of your shift, placing in the green and gray bins, respectively, outside on the west side of the building (alley). Practice the correct recycling rules for Minneapolis.

\* You will not make any alterations or additions to fixtures, equipment or other kitchen property without the consent of ASIM. You will be responsible for damage to fixtures, equipment, or other kitchen property.

\* ASIM/FNK equipment and property is not to leave the building at any time. We will not loan ASIM/FNK equipment or property.

\* You will not damage or misuse the premises or waste the utilities provided by ASIM or allow your guests to do so.

\* You will use the premises only as professional kitchen space and not in any way that is unlawful or dangerous.

\* Issues or challenges you encounter with the kitchen, space, or staff should be brought to the immediate attention of Ritchie Two Bulls, the contact person, [director@firstnationskitchen.org](mailto:director@firstnationskitchen.org), 612-790-8482. If unable to reach Ritchie or in case of emergency contact Rev. Robert Two Bulls, 612-791-1253 or Charmaine Bird, 651-803-5916.

#### **Agreement:**

Fee for full kitchen usage is \$25.00 or 10% of business earnings (calculated in good faith) per usage (4 hour block) on the 1st business day of the following month.

Fee for partial kitchen usage is \$10.00 or 10% of business earnings (calculated in good faith) per usage (4 hour block) on the 1st business day of the following month.

- Full kitchen usage includes the use of stove, sinks, counters, dishwasher, designated refrigerator or freezer for specific, short-term durations, specific shelving and designated (by sign) storage area.
- Partial kitchen usage excludes the use of the stove.
- Use of organics/recycle/garbage cans.\* We will share BioBags and garbage bags within reason. If you will need a lot of BioBags or garbage bags we ask that you help by replacing them.

All Saints will consider a mutually defined and agreed upon barter arrangement on an individual basis.

I understand that ASIM assumes no responsibility for the security of any equipment, supplies, or finished product provided by \_\_\_\_\_ for use at ASIM. Any additional security of storage arrangements will be the client's sole responsibility.

I agree that ASIM is not liable for any injury, theft, or damage to either me or my property whether such injury, theft or damage occurs prior, during, or after preparing foods/products at ASIM.

I agree to indemnify and hold ASIM harmless for and against any claims for injury, theft or damage.

**Termination:** ASIM may in its sole discretion terminate this agreement without further liability by delivering a thirty (30) day written notice to the partner. ASIM may terminate this agreement immediately upon written notice if the client breaches this agreement. Client agrees to remove all of its possessions from ASIM before or on the 30th day after ASIM delivers a notice of termination. ASIM will have the right to dispose of any possessions left on premises after the termination of this agreement and will charge for the removal of anything left on premises.

\_\_\_\_\_  
(printed) Signature \_\_\_\_\_ Leaders' Names

\_\_\_\_\_  
(printed) Signature \_\_\_\_\_ ASIM Vicar Name

\_\_\_\_\_  
(printed) Signature \_\_\_\_\_ FNK Program Director Name

\_\_\_\_\_  
Date