



## KITCHEN RENTAL AGREEMENT

Legal Business Name: \_\_\_\_\_ DBA \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Position: \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address: \_\_\_\_\_@\_\_\_\_\_ Website: \_\_\_\_\_

Business Phone #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

All kitchen users are required to pay a **\$100 per month Kitchen Use Fee, due on the 1<sup>st</sup> of each month**. This fee is separate from the hourly rates below, and any kitchen time credits can not be used toward this fee. Payment can be made via website, check sent to POSFI 130 MCGhee Rd. Ste 220 Sandpoint, ID 83864, or cash payment.

**I wish to enter into a kitchen rental agreement for the following:**

\_\_\_\_ **12 month** commitment. \$18 for each hour of kitchen use. Effective date of \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_ **6 month** commitment. \$20 for each hour of kitchen use. From: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_ **4 month** commitment. \$30 for each hour of kitchen use. From: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_ **2 month** commitment. \$40 for each hour of kitchen use. From: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**All hourly fees should be paid within 30 Days of kitchen use.** This agreement is valid for dates listed above. Kitchen use privileges end once this agreement has expired and a new agreement must be signed.

**All members are required to provide proof of \$1,000,000 Liability insurance policy naming POSFI as additional insured. All members must have Idaho Health department or FDA approval for products produced in the kitchen.**

- Over/Under policy** Time paid for but not used will remain as a credit for future kitchen use. Any time over scheduled booking will be billed. NO REFUNDS FOR TIME PAID NOT USED.
- Cancellation Policy** Hours paid for and cancelled 30 days prior to scheduled date are eligible for a full refund. Hours paid for and cancelled 15 days prior to scheduled date are eligible for a 50% refund.
- Scheduling** All scheduling will be done via online kitchen availability calendar on posfi.org To schedule your time please contact Derek Blumenschein. Please check availability prior to contacting.
- Equipment** All users must be trained on equipment and kitchen etiquette prior to use.
- Storage** Storage is provided on a first come first serve basis. Storage is available to kitchen users with a current Kitchen Agreement and must be cleared at the end of the agreement term.
- Delinquency** Any user delinquent in payments of fees will lose all kitchen privileges and access until account is paid in full. Storage items must be removed within 7 days of notice or they will be disposed of.

By signing below I agree to all terms and rules listed above.



**PEND OREILLE**  
**SPECIALTY FOODS INCUBATOR**  
SUPPORTING SMALL FOOD PRODUCERS

130 McGhee Rd. Suite 220  
Sandpoint, ID 83864  
posfiinc@gmail.com    www.posfi.org

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**Printed name**

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**Signature**

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**Date**