



Commercial Kitchen User services short term rental agreement

This user Services Contract is between the User as identified below and JOCO First and is in effect for the dates listed below. The user and JOCO First hereby agree to the following:

Rental of the commercial kitchen or east wing teaching kitchen is requested by:

Name: _____

Business: _____

Contact information:

Email: _____

Phone: _____

From Date: _____ to Date: _____

Purpose of use: _____

Rental fee-\$45 half day (up to 4 hrs.)/\$90 full day 4+ hrs. each day

JOCO First gives the User access to and use of the commercial or teaching kitchens, subject to the terms and conditions of this contract.

The small gym kitchen is a shared-use facility, equipped with commercial stoves, ovens, steam kettles, mixers, sinks, refrigerators, table, dry and cooler storage, and other food preparation equipment. Offering the user unhindered preparation of all foods.

The **teaching kitchen cannot accommodate fat rendering foods** and is limited to specific use. Licensing of this kitchen is for smokeless cooking due to lack of proper ventilation in that area.

User is responsible for all health and safety responsibilities for both the food preparation and their associates.

In addition, the User undertakes and agrees to indemnify and hold harmless Kaycee Buffalo Johnson County Economic Development Joint Powers Board (dba JOCO First), board members, administrators, and all other Joint Powers Board employees, volunteers or representatives, and all person and bodies corporate acting for or on behalf of them, against all liability, claims, demands, actions, suits, damages, proceedings, costs, and expenses (including reasonable attorney fees) whatsoever (including injury to person and damage to property) for which they may be or become liable directly or indirectly arising out of the sue of Joints Powers Board premises by the User (or servants, agents or invitees of the User), and for such further sums in excess of those contained in any insurance policy procured by User relating to the use of the Joint Powers Board premises or for such amounts as may not be payable under any such insurance policy.

Upon completion of rental use, the **User agrees to clean all surfaces and equipment used.** Return all pantry items back to its original location. Ensure that the area be sanitized and ready for use for next renter.

Please follow recommended kitchen closing procedures:

- **Clean and sanitize all surfaces**
- **Empty and clean refrigerator and freezer**
- **Wash all dishes and return all items to pantry**
- **Remove all garbage**
- **Sweep and mop floor**
- **Ensure gas and all ovens are off prior to leaving**
- **Leave kitchen and pantry keys on counter**
- **Turn off all lights and any other equipment (not fridge/freezer/ice machine)**
- **Close and lock all doors and openings**

After inspection by employee of facility if it is not found in an acceptable state of cleanliness, a cleaning fee will be assessed at \$75.00 an hour billed to the User.

_____ Date _____
User

_____ Date _____
Facility Employee

Bomber Mountain Civic Center, Buffalo, Wyoming

Fire Alarm procedures

In the event of a Fire Alarm: Call immediately 911

The following procedures should be followed in the event of a fire or fire alarm:

Alarm Procedures

When the alarm is activated, please call 911 and inform the appropriate agencies (Fire, Police).

Manual Procedures

In the unlikely situation that the alarm is manually triggered, (e.g., in the case of visible flames, visible smoke or strange and unusual odors) the following procedures should be followed:

The person of contact should immediately:

- Activate the nearest fire alarm pull box.
- Follow evacuation procedures below.

Evacuation Procedures

When a Fire Alarm is sounded the person of contact should notify all patrons and other staff in their unit that **all occupants must evacuate the building.**

The person of contact should clearly inform the patrons of possible imminent danger to personal safety. If the patron refuses to leave the building, the staff member should continue with evacuation procedures. From a safe location [call 911 to inform the police department of the location of the individual.](#)

General Procedures

- Employees are not to remain in the building, except for those individuals with specific assignments relating to alarm procedures.
- Doors to units should be locked. Fire and rescue workers must have access to all areas of the building.
- **The lights should be left on to provide additional visibility for the Fire Department.**

- Do not remain in the first floor common area or corridors during a fire alarm or emergency. **Evacuation requires that all employees and patrons go outside the building regardless of weather conditions or perceived lack of danger.**
- During the fire alarm or emergency, employees waiting outside the building can help by informing approaching people not to enter the building. Employees exiting the building should assist by advising people to vacate.
- Individuals should stay 50 feet clear of entrances once they have evacuated the building to provide access for Fire Department personnel.
- **The Fire Department will announce when it is safe to re-enter the building. They will be responsible for turning on the fire alarm system's all-clear notice and for re-setting the alarm system.**

Workers and Patrons with Disabilities

Within each area staffmembers should take responsibility for all employee(s) and patron(s) with disabilities, particularly those in wheelchairs. **The person of contact is to go to the South door (by parking lot) to inform fire-fighters where the persons with disabilities are located.** For smaller units, two units could arrange to cooperate to help the individual(s) with disabilities during these circumstances.

Help the person(s) with disabilities to the safest area. If a person with a disability is alone in a room with a phone and is not in any immediate danger, that individual should call 911 and relay the situation. If the person is in an area without a phone, he/she should proceed to a safe, smoke-free stairwell landing.

During building hours, notify the following office depending on the time of day and day of the week:

Claudia Todd, Coordinator, Bomber Mountain Civic Center, Monday-Friday 8:00am-5pm and on weekends (307-620-2458) or

Kerry Absetz, Administrative Assistant(757) 605-8066

I have read the above and understand:

 First/Last Name:

 Date: