



Support Kitchen Kapolei Heritage Center Rental Policy Rev As of Mar 1, 2024 :

1. Renter must have:
 - a. Approval by KCDC Executive Director.
 - b. Signed Facility Use agreement from KCDC.
 - c. DOH green permit (KCDC will complete the support kitchen information on your application, sign, and accommodate your certification appointment with DOH at the Kapolei Heritage Center kitchen).
 - d. General Liability Insurance Policy; Certificate of Insurance (COI) showing minimum one million dollar policy with Kapolei Community Development Corporation listed as additional insured.
2. Rent is to be paid online monthly, due on the first of the month (grace period to the tenth) late fee of \$20 after the tenth of the month.
3. Schedule kitchen use through an online purchased bucket of time based on selected hours tier (see table below) and are deducted from the monthly bucket of purchased hours:

Hours per month	Homesteader Rates	Outside User Rates
Up to 5 hours a month	\$125.	\$200.
6-10 hours a month	\$200.	\$350.
11 to 20 hours a month	\$250.	\$600.
21 to 30 hours a month	\$375.	\$900.
31-40 hours a month	\$500.	\$1200.

4. Hours rented are for the month they are paid for only and any unused hours will not carry over.
5. If monthly rent is not paid by the 15th an email attempt will be made to contact renter. If not fully paid in thirty days with no response and or restorative action plan, KCDC will inform the renter by email and contact DOH to inform that the renter is no longer being served by KHC Support kitchen, remove and store their DOH placard.
6. There is no shared use.
7. No storage of food or equipment is allowed.
8. Users must provide their own chemicals and cleaning supplies.

9. All equipment, bowls, pots/pans, utensils belonging to KCDC can be used but must stay onsite in the kitchen; cost of missing items will be charged to the user.
10. Kitchen has refrigeration and freezer, gas stove and oven, microwave, 50 cup gas rice pot, various pots/pans, knives, food service trays, large stainless steel prep counters (schedule a walkthrough to see in person).
11. Forms on Clipboard to be filled out at each use:
 - a. Facility Use log
 - b. Before/After Cleaning checklist
12. KCDC staff has permission to enter facility at any time.
13. Policies and procedures are subject to change and users will be notified of changes to fee schedule, policy updates and changes.
14. **Homesteader rates** apply to residents of the four homesteads in the Honouliuli ahupua'a: Maluohai, Kaupe'a, Kanehili, Ka'uluokaha'i (or approved non-profit organizations).
15. **Use and documentation for DOH is responsibility of renter/user**
16. **For questions regarding the kitchen call KCDC ofc 808-628-4626. Emergencies call Chantal Keliioomalulu 808-358-4215.**

DOH Information (contact DOH directly for more information and full list of necessary items): 808-586-8000, 99-945 Halawa Valley St, Aiea, HI 96701, M-F 7:45am-4:30p

<https://health.hawaii.gov/san/permit-applications/>

17. Food Handlers Education Certification. As mandated by the Department of Health, requires at least one person present at every food establishment during normal hours to have a formal food handlers training level certification. To register for free classes at the Dept. of Health – Sanitation Branch at 808.859.0264 or register online: FREE - Dept. of Health Food Handler Certification Class -Oahu, HI Tickets, Multiple Dates | Eventbrite
 - a. <http://Health.hawaii.gov/San>
 - b. <http://abovetraining.com>
18. Temporary Food Establishment (For Farmer's Markets, Craft Fairs, Eat The Street, etc.)
or
19. Annual Food Permit (Caterers, Lunch Wagons, Manufacturers, etc.) (issued by the Department of Health- Sanitation Division at 99-945 Halawa Valley Street, Aiea, HI 96701 Phone: (808)-586-8000 or Food Safety Branch (hawaii.gov)

KAPOLEI HERITAGE CENTER

KITCHEN RULES

Everyone using the kitchen are required to follow Department of Health rules and regulations; and will properly clean and sanitize the kitchen before they leave. *Failure to follow these rules is cause to end the event, evoke loss of rental privileges and/or terminate a contract.*

All Department of Health (DOH) fines incurred by KCDC as a direct result of a client, or anyone assisting the client for not following DOH requirements and/or regulations; will be charged to the client, and may result in loss of rental privileges and/or termination of contract.

1. For safety reasons, NO children under twelve (12) are allowed in kitchen while prepping and cooking.
2. For sanitary reasons, NO animals/pets are allowed in kitchen at any time!
3. For ease of cleaning; put all food in black tubs or on trays provided before placing in refrigerator or freezer.
4. Scrape large food scraps, greasy/buttery equipment, animal products, etc. into the trash (double bag if necessary). When ready to dispose trash, wheel trash can to dumpster.
5. Pre-rinse all heavily soiled dishes, pots, and pans.
6. Use the triple sink for standard wash, rinse, sanitization of all pots, pans, and equipment.
7. Remove food disposal trap in floor under the sink(s), dispose food scraps into trash, wash with soap and water, and replace.
8. Use soap and water, followed by sanitizer solution to clean all surfaces and tables, equipment, counters, sinks, refrigerator, stove/burners/drip trays oven, etc. Use non-abrasive scrubber for stubborn spills. Dry with clean towels.
9. Sweep floor, including under and behind tables and equipment.
10. Mop floor, including under and behind tables and equipment using clean hot water and sanitizer solution. Rinse mop and change water as needed.
11. When finished mopping; empty and rinse mop bucket, rinse and squeeze excess water from mop head, hang in the Janitor's Closet sink to drip dry.
12. We do not provide storage space. Please be sure to remove all personal belongings, equipment and supplies.

13. Review and complete the Kitchen Checklist form with the Facility Attendant at check-in and check-out to insure cleaning process. Be sure to complete Support Kitchen Log be leaving.