



New User Checklist

All Users of the 1105 Project Kitchen must complete the following activities and supply the following documents before they may use the facility.

Item	1105 Kitchen Initials	Date
Complete User Application and submit with \$25 intake fee		
Provide a copy of a Certified Food Protection Manager course certification		
Provide a Certificate of Liability Insurance with the Crisis Center listed as an Additional Insured		
Obtain a valid food license, or licenses, from the appropriate food licensing agency		
Provide recipes and menus for all food items that you intend to produce in the 1105 Kitchen		
Attend a facility orientation and training session		
Review and sign the Facility Use Agreement		
Review and sign the 1105 Kitchen User Guide		
Payment of \$200 (refundable) cleaning deposit		
Schedule and pre-pay for first month's usage		

For additional information and assistance please contact:

kitchen manager@jccrisiscenter.org