

Toronto Sustainable Food Co-operative Policy on Harvest Noon Kitchen Use

Amended 22 November 2013.

Approved prior to 2012-13 TSFC Board of Directors.

Harvest Noon's kitchen is available for reservation free of charge to Toronto Sustainable Food Co-operative (TSFC) Members and University of Toronto Graduate Students. Other requests are subject to the discretion of the board of directors. All kitchen use requests are subject to the following criteria:

(a) Harvest Noon Café is envisioned as a participatory, environmentally conscious and economically accessible food space where University of Toronto students and the surrounding community can gather to eat with one another and learn about food systems. When assessing kitchen use requests, priority will be given to groups and initiatives which fulfill this vision, and which promote the ideals of:

- Good, healthy, fairly produced, and accessibly priced food
- Community spirit and engagement, co-operativism, and volunteerism
- Anti-oppression
- Education and public welfare, particularly initiatives which address food systems and sustainability

(b) A board member of the TSFC (or a member appointed by the board) must be present at the beginning and end of the event at which kitchen is in use. This means that kitchen access is also subject to the availability of a willing volunteer member to cover the scheduled event.

(c) Harvest Noon's kitchen is normally available for booking after 5pm, Tuesday to Friday. Prior to requesting weekend use, please consult with the University of Toronto Graduate Students' Union regarding whether the GSU building will be open.

(d) Kitchen use requests must be submitted to Harvest Noon staff during normal operating hours, at least two weeks before the scheduled date of use. The board of directors reserves the right to grant last-minute kitchen use requests.

(e) All bookers are required to attend an on-site kitchen orientation, which will take place 15 minutes before the scheduled booking.

(f) There must be at least one person who is Food Handler certified in the kitchen at all times during use, to ensure that food is properly and safely produced.

(g) Absolutely no food items belonging to TSFC may be used by the booking party, unless arrangements were made prior to the event.

Harvest Noon Kitchen Use Request Form

In order to assess your kitchen use request, we ask that you fill in all of the fields below. Please note that Harvest Noon welcomes and encourages collaboration on cooking, baking and food preparation workshops and events that are in line with our values and mandate. For more details, contact us at info@harvestnoon.com.

Kitchen use at Harvest Noon is subject to the terms of the Harvest Noon Kitchen Use Policy, available at the café. As the person booking Harvest Noon's kitchen space it is also your responsibility to ensure the following:

- **No one is to use the cash register**
- **No one is to use food supplies of the café**
- No alcohol may be consumed in the kitchen space
- There must be at least one person with Food Handler certification in the kitchen at all times during use
- Dishes and kitchen appliances are cleaned, using either the three-sink method or the rinse & sanitize method, and put away in their proper place
- Sinks are wiped down and drained
- Dishwasher is emptied and drained
- All counters and surfaces are cleaned and wiped down
- Floors are swept and clean, and if necessary mopped
- Garbage, recycling and food waste are put in proper receptacles
- Lights and kitchen appliances are turned off and unplugged, if appropriate
- Kitchen door should be locked and chalk-board window down

I have read and agree to the terms of both the Harvest Noon Kitchen Use Policy and the Kitchen Use Request Form:

Signature of booker:

Please fill out the 'Booking information' and 'Additional information' sections on the back side of this form, and submit it to Harvest Noon staff during normal operating hours. We will try to respond to your request as promptly as possible!

Booking information

Title of workshop or event:

Name of faculty or group:

Date and time of function:

Number of guests:

Name of booker:

Phone number:

Email:

Additional information

What is the goal and/or expected outcome of this event?

Who is your target audience?

What will you be preparing?

What equipment will you require?

Will you be bringing any of your own food equipment? If so, please list.

Other comments or questions: