

Great Plains MakerSpace Community Kitchen Use Policies and Agreement

The Great Plains MakerSpace (GPMS) Community Kitchen, owned and operated by The Great Plains MakerSpace, provides access to commercial equipment for small food businesses, local producers, families, cooking classes, catered events, community events, and more. This Facilities Use Policies and Agreement ("Agreement") shall be used to reserve The GPMS Community Kitchen for any use.

Steps for Use:

1. Review all of the GPMS policies found on our website (<https://gpms.diy/rules-and-policies-2/>) as well as those below. Approved clients who violate these policies may have their approved application temporarily or permanently revoked.
2. Complete GPMS Kitchen Orientation. To request orientation, send an email to: info@gpms.diy.
3. Complete and sign this Agreement. Approved applications are valid up to one (1) year.
4. If applicable, provide a current copy of your Food Establishment License or Food Processing License from the Kansas Department of Agriculture (i.e., if you are using the kitchen to produce value added goods for sale). All applicable permits and licenses are the responsibility of the client and must be available for review upon request.
5. The client and GPMS staff will work together to determine each client's need for general liability insurance coverage. If required, provide a certificate (or other proof) of current liability insurance.

Kitchen Use Policies

- I. Availability
 - A. All requests are reviewed and decisions to approve requests are based upon availability.
 - B. The GPMS Community Kitchen can be reserved in consecutive six (hour) blocks starting at any time of the day.
- II. Making a Reservation
 - A. Applications may be submitted by any of the methods below:
 1. Reserve online at: www.gpms.diy
 2. Mail the form (see page 8) to:
Great Plains MakerSpace

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2308 N. 3rd Street
Garden City, KS 67846

3. Deliver the form to a GPMS Board Member.
- B. Reservations for first-time use must be made at least two (2) weeks in advance. For return clients, reservations must be made at least three (3) days in advance.
- C. The GPMS Community Kitchen is rented only to approved clients. Priority is given to returning clients and standing reservations, allowing clients to establish a regular schedule. New and additional reservations are handled on a first-come, first-serve basis. A reservation is not finalized until the Agreement is approved, any applicable licenses, proper insurance, and rental and deposit fees are received. We will contact each client by phone or email to confirm a reservation, and, for first-time use, schedule a meeting to arrange orientation of the kitchen.
- D. The GPMS Community Kitchen is a KDA-approved commercial kitchen. For food entrepreneurs who are licensed, all food products that are produced for public consumption must be produced in a KDA-approved commercial kitchen. It is unlawful to produce certain foods in a private home kitchen for sale to consumers (including farmers markets), or for distribution to other business entities such as retail stores, food establishments, food warehouses, and other food processing plants.

For more information on obtaining a Food Establishment or Food Processing License:

Kansas Department of Agriculture Division of Food Safety and Lodging

Phone: (785) 564 - 6700

Website: <https://agriculture.ks.gov/divisions-programs/food-safety-lodging>

III. Rental Fees

- A. The rental fee is \$20.00 per hour for GPMS members. The rental fee is \$40.00 per hour for non-GPMS members. The maximum consecutive rental time period is two (2) days. GPMS members also receive six (6) free hours each month. Applications must be submitted and reservations must be made for all clients.
- B. The price of the rental fee includes use of the kitchen space, kitchen equipment, kitchen wares, utilities, and provided cleaning supplies. If additional supplies (e.g., paper towels) are required, such supplies are the responsibility of the client.
- C. The GPMS Community Kitchen is funded in part by Pathways to a Healthy Kansas, a community grant program funded by Blue Cross and Blue Shield of Kansas (BCBSKS). As such, The GPMS Community Kitchen has agreed to provide reduced rental fees for individuals who identify as individuals or families at or below the ALICE survival budget threshold. These policies reflect a commitment to serving these communities with the goal to make kitchen space more accessible to food business operators who are part of these impacted populations.

To determine if you qualify for reduced rental rates, use the table below. Based on the people in your household, if your annual household income falls at or

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below the amount listed you can qualify for financial assistance. Values are based on ALICE data compiled in May 2026.

People in Household	Annual Income
Single Adult	Under \$27,900
Single Adult, over 65	Under \$31,980
Single Adult and One Child	Under \$38,292
Single Adult and Multiple Children	Under \$57,000
Two Adults	Under \$40,056
Two Adults, over 65	Under \$49,584
Two Adults and One Child	Under \$54,924
Two Adults and Multiple Children	Under \$68,000

- D.** For individuals who qualify for financial assistance, GPMS will give a free GPMS Individual Membership.
 - 1. Up to 10 free memberships will be given to qualified individuals.
 - 2. Priority for free memberships shall be given to Finney County residents. A wait list is available.
- E.** Clients may pay \$30 per month for a designated amount of space to be used for dry storage.
 - 1. Up to 2 spaces per client
 - 2. All food must be labeled
 - 3. All food must be in air-tight containers

IV. Refundable Deposit

- A.** A refundable \$100.00 deposit by cash or check must be provided prior to use to cover any damage to property, facilities, equipment, and fixtures occurring during the time period of use, and/or any need for additional cleaning. The deposit will otherwise be refunded, without interest.
- B.** If the deposit is utilized, The GPMS Community Kitchen will provide a detailed account of the use of the deposit within 30 days of said use.
- C.** When possible, the deposit fee for individuals/families who identify at or below the ALICE survival budget threshold will be paid for by a community partner. In these cases, if the client loses the community-sponsored deposit fee due to damage, failure to clean etc., GPMS reserves the right to refuse to cover the deposit for that client in the future or allow for future use of the facility.

V. Initial Requirements

- A.** First-time GPMS Community Kitchen clients must submit the following items at least two (2) weeks in advance of their initial use of the kitchen:
 - 1. \$100.00 refundable deposit, provided by client per section IV

- 2. Rental fee, unless waived per section III.D
 - 3. Signed Application and Agreement
- B. Failure to deliver all of these items will result in forfeiture of all rental rights and fees.

VI. Overage Time

- A. Any overage of time beyond the established check-out time will be billed at a rate of \$60.00 per hour, with a one-hour minimum.
- B. When submitting your reservation request, be sure to include adequate time for set-up and clean-up.

VII. Returned Checks

- A. If a client's check is returned, there will be a \$30.00 return check fee as permitted by law. The return check fee may be taken from the rental deposit and must be paid in advance of any subsequent rental.

VIII. Cancellation Policy

- A. Notice of cancellation is required at least 48 hours in advance of a reservation in order to receive a full refund. Failure to comply will result in forfeiture of any and all rental fees.

IX. Damage

- A. By submitting this Agreement, the client agrees to pay for any and all damage done to property, facilities, equipment, and fixtures occurring during the time period of use, resulting from the client's negligent or willful act or omission, or the negligent or willful act or omission of the client's officers, agents, employees, guests, patrons, or invitees. Damages shall include the theft of any property owned by The GPMS Community Kitchen that is made available for use.
- B. Damages will be covered first by the \$100.00 deposit. For any amounts owed above and beyond the deposit, The GPMS Community Kitchen will provide an itemized list of said damages and expenses to the client, with payment owed within 10 days of said notice. The client must pay any damages owed in advance of any subsequent rental.
- C. If The GPMS Community Kitchen pursues legal remedies available for the collection of debt, the client hereby agrees to pay all costs of collection efforts, including but not limited to, attorneys' fees and court costs.

X. Permitted Use

- A. The client shall use The GPMS Community Kitchen only for the approved use outlined in the application. The client shall not occupy or use the premises, or permit any portion of the premises to be occupied or used for any business or purpose other than the approved use. Under no circumstances shall the client use or allow another to use the premises for any use or purpose which is unlawful, in part or in whole, or in any manner considered extra hazardous on

account of fire; nor shall the client use, store, or discharge any hazardous material, nor permit any activity that will in any way increase the rate of insurance on the building or its contents.

- B.** The GPMS Community Kitchen is for production or demonstration or educational purposes only. As a commercially licensed kitchen, the space is not meant for public access. Sales of food and/or products produced in the GPMS Community Kitchen must occur at an off-site location.

XI. Tobacco Free Policy

- A.** The GPMS facility prohibits the use of any and all tobacco products on the premises, indoors and outdoors, including vape and e-cigarettes, and/or smokeless tobacco/chew.

XII. Kitchen Equipment

- A.** Unless notified otherwise, the client shall have exclusive use of the kitchen and its provided equipment for the time reserved.

XIII. What to Bring

- A.** The client should bring all disposable items, such as plastic wrap, foil, sheet pan liners, paper towels, etc.
- B.** It is the responsibility of each client to bring their own ingredients. To store dry ingredients in a designated area, an additional fee will apply. See Section III.E.
- C.** No personally-owned or rented appliances will be permitted in the GPMS Community Kitchen without prior approval.

XIV. Cleaning and Supplies

- A.** Each client is responsible for thoroughly cleaning the kitchen as part of their kitchen use, returning it to its original state, including but not limited to, all equipment, countertops, cabinets, tables, utensils, dishes, and floors. Equipment should be fully cleaned and put away.
- B.** The GPMS Community Kitchen will provide necessary cleaning supplies. If additional supplies are needed, the client is responsible for that cost.
- C.** All clients are required to empty all trash from the kitchen and place it in the dumpster located on the north side of the building.
- D.** If the kitchen is not clean upon inspection after use, the deposit of \$100.00 will be utilized to have the space professionally cleaned, and the client is not guaranteed further use of the kitchen. A full list of cleaning responsibilities will be outlined in the Kitchen Check-out List, which must be completed at the conclusion of each reservation. See pages 10 and 11.

XV. Kitchen Access & Orientation

- A.** If the reservation is for a GPMS member:
 - 1.** The member will be responsible for accessing the kitchen with their GPMS key card.

2. Kitchen Orientation will be provided during New Member Orientation or at a separately scheduled time.
- B. If the reservation is for a non-GPMS member:
 1. A GPMS staff member will be responsible for access to the kitchen.
 2. Kitchen Orientation will be completed prior to using the kitchen.
- C. Before a client's first rental, GPMS staff will provide an orientation to cover basic kitchen procedures. During this time, the staff member and client will determine what additional trainings are required.
- D. All loading and unloading of supplies or any other items owned or utilized by client may be completed through the south door providing quick access to the kitchen.

XVI. Code of Conduct

- A. Clients and their staff will follow appropriate food safety protocols. Each client is responsible for up-to-date knowledge of food safety standards.
- B. The GPMS Community Kitchen is committed to providing a friendly and welcoming environment and safe workplace to its patrons and employees. Physical, violent, harmful, or disruptive behavior or harassment will not be tolerated. The term "harassment" for all purposes includes, but is not limited to, offensive language, jokes, or other verbal, graphic or physical conduct relating to a person's race, sex, religion, national origin, age, sexual orientation, disability, or other factor protected by law, which would make a reasonable person experiencing such harassment uncomfortable in the environment or which could interfere with the person's job performance.

XVII. No Pets

- A. No pets are permitted in The GPMS Community Kitchen.

XVIII. Indemnification

- A. In consideration for and as a condition of the use of the above stated facilities, the client agrees to indemnify and hold harmless Great Plains MakerSpace, its members, employees, and agents, against any and all claims, demands, causes of action, damages, costs, and liabilities resulting from or caused by the use and occupation of the facility, including attorneys' fees incurred as a result of any indemnified claim, whether such use is authorized or not and whether arising from the negligent or willful act or omission of the client or any of its members, employees, agents, guests, patrons, or invitees; and the client shall, at their sole risk and expense, defend any and all indemnified claims, actions or legal proceedings which may be brought against any of the indemnified parties, using attorneys reasonably acceptable to the indemnified parties.

XIX. Applicable Law and Jurisdiction

- A. This Agreement shall be construed in accordance with and governed by the laws of the State of Kansas, without regard to the principles of conflicts of law. Any

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suit, action or proceeding seeking to enforce any provision of, or based on any matter arising out of or in connection with, this Agreement or the transactions contemplated hereby, shall be brought in the District Court of Finney County, Kansas.

- B.** By signing this Agreement and agreeing to its terms of use, the client verifies to have read and understood all policies, and agrees to abide by all policies.

By signing below, I understand that I am representing that I have read and understood each and every provision of this Agreement, I am freely and voluntarily entering into this Agreement, and I hereby agree to abide by all of the policies contained in this Agreement. I further understand and agree that this Agreement and its Exhibits and attachments supersede all prior understandings and agreements, whether written or oral, among the parties hereto, relating to the transactions provided for herein.

Client Signature:	
Printed Name:	
Date:	

GPMS Kitchen Application Form

Check that the following have been completed :

- ☐ GPMS Policies covered (see website: <https://gpms.diy/rules-and-policies-2/>)
 - ☐ GPMS Community Kitchen Use and Policies Agreement covered (see above pages 1 through 7)
 - ☐ Kitchen Rental Check-out covered (see pages 11 and 12)
 - ☐ GPMS Orientation (for GPMS Members only)
 - ☐ GPMS Kitchen Orientation (for all users)
 - ☐ Refundable \$100 deposit has been paid
 - ☐ Provide current copy of all Kansas Department of Agriculture food and production licenses (if applicable)
 - ☐ Provide current copy of Certificate of Insurance (if applicable)
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Date of Application: _____

Contact Information

Client Name:	
Company/Organization Name (if applicable):	
Phone:	
Email:	
Mailing Address:	

Reservation Information

Date(s) and Time(s) Requested: • <i>Be sure to include time to set up and to clean up</i> • <i>Must be in 6-hour blocks</i>	
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Additional Information

What is the desired use of the kitchen for this reservation? <i>Please provide detail as any use that is not pre-approved will not be permitted.</i>	
Will this be a regularly requested rental? If so, how often.	
How many employees or volunteers will be working with you in the kitchen?	
Do you have workers' compensation insurance for these employees?	Yes No Not Applicable
If you are a local producer, what ingredients do you typically use in your products?	
Where will this product be distributed (if applicable)?	

Payment and Fees

Based on the qualifications listed on page 2 of the Agreement, please check ONE box below.

- ☐ I am requesting free GPMS membership, which includes kitchen access and a community-sponsored \$100 deposit when available (see Agreement page 3). I am an individual or family at or below the ALICE survival budget threshold.
- ☐ I will pay the \$100 refundable deposit and the \$40 per hour rental fee.

By signing below, I understand that I am representing that I have read and understood each and every provision of this Application, I am freely and voluntarily entering into this Agreement, and I hereby agree to abide by all of the policies contained in this Agreement. I further understand and agree that this Agreement and its Exhibits and attachments supersede all prior understandings and agreements, whether written or oral, among the parties hereto, relating to the transactions provided for herein.

Client Signature:	
Printed Name:	
Date:	

The following section is for GPMS Staff use only.

Application Approved:	Yes No (provide reason below)
GPMS Staff Signature:	
Printed Name:	
Date:	

The GPMS Community Kitchen Check-out List

For each visit, verify that all items listed below have been completed prior to leaving.

If ANY of the items are not completed, you will be charged accordingly. A GPMS staff member will complete this check-list after your reservation.

Note that total possible charges are \$260.00. Any fees owed above and beyond the \$100 deposit will be charged to the Client and shall be paid prior to any future booking.

Kitchen	Charge	Completed
Equipment: Cleaned, unplugged, all parts in working order, stored in proper location*	\$10	
Roaster: Cleaned, with lids and pan liners stored together in proper location*	\$10	
Pans/Serving Trays/Catering Dishes: Cleaned and stored in proper location	\$20	
Stoves/Ovens: Surface areas cleaned, oven liners cleaned, and ovens, stove burners, and hood fan turned off. (Hood fan must be on any time a stove burner is in use!)	\$20	
Refrigerators/Freezers: Remove all food. Wipe down doors, racks, shelves, bottoms, and sides – inside and out.	\$20	
Counters: All counters, back splashes, and cabinets cleaned/wiped down w/sanitizer.	\$10	
Sinks: Cleaned and wiped down – ensure water is turned off and not dripping.	\$10	
Garbage Disposal: Make sure all debris is cleared and water runs freely (only items posted can go through garbage disposal).	\$10	
Kitchen Towels: Leave any used kitchen towels in the designated laundry basket. Make sure clean towel storage container is closed tightly.	\$10	

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Trash: Remove all trash bags containing any waste and place in dumpster on north side of building. Wipe/rinse any soiled trash cans, replace with clean trash bag	\$20	
Floors: Sweep and wet mop any spills. (Remember this is a commercially licensed kitchen and must be kept clean of all food debris and bacteria!)	\$20	
Lights: Turn off all kitchen lights	\$10	

*All small appliances will be turned off, cleaned thoroughly, unplugged from the electrical supply, and stored in their proper places with all parts intact. All large appliances will be turned off and cleaned thoroughly. Please do not attempt to unplug large appliances.

Building	Charge	Completed
Building Doors: Ensure all exterior entrances to the building are locked	\$40	

Bathroom	Charge	Completed
Lights: Turn off restroom lights.	\$10	
Water: Ensure faucets have been turned completely off and toilets have been flushed	\$20	
Trash: Remove all trash bags containing any waste and place in dumpster on north side of building. Wipe/rinse any soiled trash cans, replace with clean trash bag.	\$20	

Client Signature:_____ **Date:**_____

GPMS Staff:_____ **Date:**_____