

ISLAND OF HAWAII YMCA

Certified Co-Op Kitchen Application and Agreement

Islandofhawaiiymca.org | 808.935.3721 |



Island of Hawaii YMCA
300 West Lanikaula Street
Hilo, Hawaii 96720
808-935-3721
Islandofhawaiiymca.org

Aloha and Welcome to the Island of Hawaii YMCA!

We are pleased to introduce to you our programs, services and benefits that are available to you with our General YMCA Membership. Our membership is open to community and with a one-time \$50.00 membership fee, you'll officially become a member of our YMCA 'Ohana and enjoy all the programs, services and benefits we have to offer.

The Island of Hawaii YMCA is focused on supporting and encouraging youth development, healthy living and social responsibility. We share five (5) common core values along with other YMCA organizations nationwide which includes:

- 1. Caring**
- 2. Honesty**
- 3. Respect**
- 4. Inclusion**
- 5. Responsibility**

One of the benefits of being a Member of the YMCA is having the opportunity to rent and utilize our banquet hall and certified kitchen. Enclosed is a packet of our facility rental application, agreement and other required cleaning practices that we have adopted to keep our facilities safe and clean. Please review and complete the rental application and agreement. You may turn submitted the complete packet to our office for further processing. If you are currently not a YMCA member, a Membership Application will need to be completed with your rental application.

Please note, we have strict alcohol, drug and tobacco policy and these activities are prohibited from being used or distributed on our Island of Hawaii YMCA property.

Mahalo,

Wendy S. Botelho-Cortez, CEO

Island of Hawaii YMCA



Certified Kitchen Co-Op Application & Agreement

Business Applicant Information

Business Name: _____ Date: _____

Applicant Name _____

Mailing Address: _____

Street Address Suite/Unit #

City

State ZIP Code

Physical Address: _____

Street Address Suite/Unit #

Phone: _____ Email _____

Food Product: _____ Location of Distribution _____ Distribution Dates: _____

Referred by: _____

Purpose for Rental: _____

Department of Health Agent Contact Name: _____ Phone Number: _____

Business Type:

☐ Non- Profit ☐ Profit ☐ Other _____

Food Truck: ☐ Yes ☐ No

Food Truck Location: _____

Requested Certified Kitchen Co-Op Dates

Date	Day	Time	Purpose



Certified Kitchen Co-Op Payment and Fee Schedule

- ☐ \$50.00 General YMCA Membership
- ☐ \$50.00 Authorized Signature for Department of Health Support Kitchen Use Agreement (YMCA CEO)
- ☐ \$25.00 / hour Wastewater Disposal Fee
- ☐ \$15.00 / per hour Kitchen Preparation
- ☐ \$20.00 / per hour Kitchen Appliances (usage of Oven, Stove, Refrigeration, Electricity)

General Rules

Initials

- **Animals:** Only authorized animals are allowed on the property of Island of Hawaii YMCA.
- **Alcohol, Drugs, Tobacco:** Alcohol and drugs of any kind are NOT allowed on Island of Hawaii YMCA property. We ask that you do not promote any host, non-host bars or BYOB of alcohol on your invitations, fliers, social media marketing/advertising. Island of Hawaii YMCA also a non-smoking property. Please ensure that your guests are aware of our property rules and respect it all times. Your deposit will not be refunded to you, should we find evidence of alcohol, drugs or tobacco on the property.
- **Certified Kitchen:** If the use of our certified kitchen service is to prepare and/or cook for commercial or fundraising purposes, you must schedule and work with the State of Hawaii Department of Health in obtaining the **State of Hawaii Department of Health-Food Safety Program Green inspection placard**. Hawaii Administrative Rules Section 11-50-9 (b). We also request Kitchen rental food handlers for your event to observe the Kitchen Guidelines posted in our certification and enclosed with our agreement. Visit www.health.hawaii.gov for more information regarding How to get a Green Placard.
- **Clean-up:** The applicant is responsible for the cleanup of the rented. Utilize the clean-up checklist to ensure all items on the checklist are completed and the hall and/or kitchen is returned to the same condition as it was prior to the event. Cleaning supplies will not be supplied by Island of Hawaii YMCA. The upper, lower and back gravel parking is also an area of responsibility of the applicant to clean and ensure that all debris are removed. Filled trash bags must be placed in the trash container located on the upper parking lot. Our trash container is not able to accommodate a large load of trash. Please see clean up checklist given to you upon the walk-through visit. For Kitchen Use, please utilize the 3- Compartment Sink Manual cleaning and Sanitizing of Food Equipment & Utensils.
- **Event Liability Insurance:** Event liability insurance may help cover expenses if you are found responsible for property damage or an injury caused during your celebration. Event liability insurance may help pay to repair damage to the venue or cover a guest's medical bills if you are found at fault. Seek for insurance options with insurance companies. Provide Island of Hawaii YMCA with your event liability insurance letter/certificate by the time of the walk-through appointment (no later than 15 business days of the event). Please report any damages or incidents to management.
- **Walk through:** A required walk-through of the facility must be arranged with a YMCA staff prior to initial visit or use of kitchen

Payment Agreement

The collection of the certified Kitchen Co-Op rental application & agreement final approval will be approved by the Island of Hawaii YMCA management and/or CEO. The payment schedule is to be completed by office staff.

The Island of Hawaii YMCA accepts cash, cashiers/bank checks, personal checks, and credit/debit cards as forms of payments for deposits and fees. Fees of \$_____ will be collected every _____ on _____. Please see below for payment Schedule.

Payment Schedule

Month	Dates	Total Amount Due

If submitting a check, cashiers/bank check as a form of payment, please make checks payable to:

The Island of Hawaii YMCA
300 W. Lanikaula Street
Hilo HI

Reference: Name or Organization Name and Date of the event – Co-Op Kitchen Use

Note: A \$30.00 returned item fee will be collected should the check be returned for any reason.

If paying the deposit/rental fee with a credit/debit card, the cardholder must make the payment in person with a government issued photo ID.

YMCA Rental Agreement

The undersigned, on the behalf of the individual and/or organization using the YMCA facility, represents that he/she is a representative of the authorized to eventer int this facilities agreement by and bind between the Island of Hawaii YMCA and the said individual and/or organization . In doing so, the undersigned on behalf of the individual and/or organization, agrees as follows:

1. It is agreed that the individual and/or organization will defend, hold harmless, and indemnify the YMCA , Island of Hawaii YMCA against all claims and losses arising in any way out of the use of facilities by the individual and/or organization, any of its guests, members or participants.
2. That the individual and/or organization has read, understands, and agrees to comply with the following:
 - a. Facility and Service Fee Schedule
 - b. General Rules
 - c. Deposit and Payment Agreement
 - d. YMCA Rental Agreement

It is understood by individual and/or organization that the use of the facility reservation is not confirmation until payment and the management or CEO approves the agreement.

By signing and submitting this facility rental application and agreement form, the individual and/or organization hereby agrees to the rental agreements set forth. If any of the persons authorized by the individual and/or organization violates conditions set forth in this agreement, the individual and/or organization may be subject to monetary damages.

Disclaimer and Signature

I certify that I have read the Certified Kitchen Co-Op Payment & Fee Schedule, General Rules, Deposit and Payment agreement and YMCA rental agreement. The information that I provided is true and complete to the best of my knowledge.

I understand that false or misleading information in my application for the facility rental.

Printed Name: _____

Signature: _____

Date: _____

Office Use Only

Management Signature : _____ Date: _____ ☐ Approved ☐ Denied

☐ **Membership Fee Collected** ☐ Attach copy of receipt and/or debit/credit card merchant receipt

Amount \$ _____ ☐ Cash ☐ Check / Check # _____ ☐ Debit/Credit Card

☐ **Payment Agreement**

☐ Weekly ☐ Monthly ☐ Annually ☐ Other__

Amount \$ _____ ☐ Cash ☐ Check / Check # _____ ☐ Debit/Credit Card

Office Checklist

☐ Copy of Authorized Signature for Department of Health Support Kitchen Use Agreement (signed by YMCA CEO)

☐ Collect Green Placard

☐ Collect COVID-19 Waiver

☐ Schedule Walk-Through appointment and provide cleaning checklist applicant

☐ Collect copy of event liability insurance (attach to application & agreement)

Comments/Notes Section:

Kitchen & Banquet Hall Facility Cleaning Check List

(to be provided to applicant during walk-through appointment)

- ☐ Bring your own cleaning supplies and trash bags.
- ☐ Applicants are responsible to carry-out and dispose trash in the rented facility Kitchen and/or Banquet hall including the restroom areas, lawn area and upper/lower parking lots.
- ☐ Wipe down tables/chairs and stack items accordingly.
- ☐ Wipe down kitchen counters, sinks and all areas (if renting kitchen)
- ☐ Dispose of any decorations and ensure there is no trash on the floor as well as the interior and exterior areas of the banquet hall, including the stage.
- ☐ Sweep & mop floors and ensure there are no trash, food, or drinks on the floors of banquet hall and/or kitchen
- ☐ Wipe down tables/chairs and stack items accordingly.



SANITATION BRANCH

HOW TO GET A GREEN PLACARD

EMPLOYEE HEALTH & HYGIENE

- ☐ Hands are properly washed before handling food and anytime possible contaminated.
- ☐ Hand wash sinks are provided, accessible and stocked with soap & paper towels.
- ☐ No bare hand contact with food. Hands washed before putting gloves on.
- ☐ No sick employees, especially if they have been vomiting or have diarrhea.



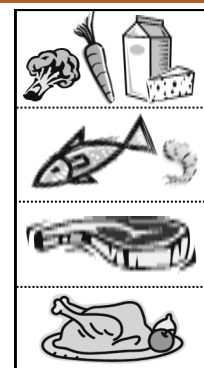
FOOD SOURCES

- ☐ All food from approved sources.
- ☐ No food prepared at home.
- ☐ Unpackaged food already served to a customer is not served again or reused as food.



FOOD STORAGE & DISPLAY

- ☐ Hold COLD foods at or below 41°F.
- ☐ Hold HOT foods at or above 135°F.
- ☐ Hold foods in **DANGER ZONE** (between 41—135°F) up to 4 hours, then discard.
Label items with date and time of disposal.
- ☐ Cool hot food quickly. Cool 135 → 70°F in 2 hours, then to 41°F within a total of 6 hours.
- ☐ Store raw meat, fish, and poultry below and separate from ready-to-eat foods.
- ☐ Protect food with proper covering.
- ☐ Properly date mark food, if not used within 24 hours.
- ☐ Shellfish must have proper tags. Keep tags for 90 days.



COOKING TEMPERATURES

- ☐ Ensure all final cooking temperatures are met.
Eggs, Pork, Beef: 145°F
Ground Beef and Other Ground Meats/Fish: 155°F
Poultry and Stuffed Meats: 165°F
- ☐ Previously cooked food that will be held hot must be rapidly reheated to 165°F.
- ☐ Provide consumer advisory for foods served raw or undercooked.



CLEANING & SANITIZING

- ☐ Use correct dishwashing method at 3-compartment sink.
WASH → RINSE → SANITIZE → AIR DRY
- ☐ Use sanitizers properly:
Chlorine: 50 - 100 ppm
Quaternary Ammonia: Prepare as directed by manufacturer's label.
Iodine: 12.5 - 25 ppm
Hot Water: Rinse cycle of 180°F. Food contact surface temperature of 160°F.
- ☐ Clean & sanitize food prep surfaces between raw and cooked/ready-to-eat foods.
- ☐ Properly label and store toxic chemicals.



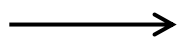
CONDITIONS THAT MAY WARRANT IMMEDIATE CLOSURE

- ☒ Vermin or vector infestation.
- ☒ No electricity or water.
- ☒ Sewage back up.
- ☒ Imminent Health Hazard.

3 – COMPARTMENT SINK:

Manual Cleaning & Sanitizing of Food Equipment and Utensils

WASH



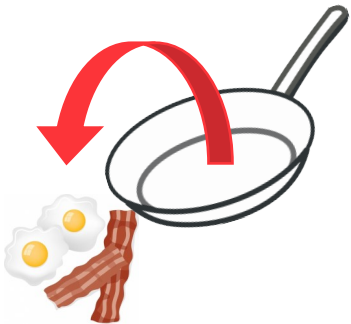
RINSE



SANITIZE

PRE - WASH

Scrape or flush out large food particles before washing.

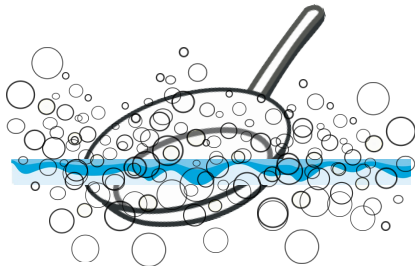


(Sink 1)

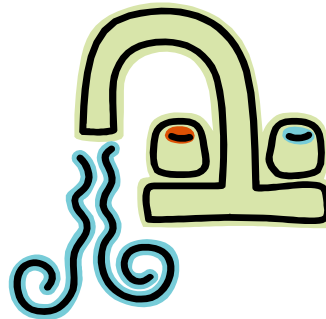
Wash with detergent.

Wash solution temperature $\geq 110^{\circ}\text{F}$.

Wash solution kept clean & at proper temperature throughout operation.



(Sink 2)



(Sink 3)

Chlorine*

25 - 100 ppm

Quaternary ammonium*

200 ppm

Iodine*

12.5 - 25 ppm

Use TEST STRIPS to check concentration.

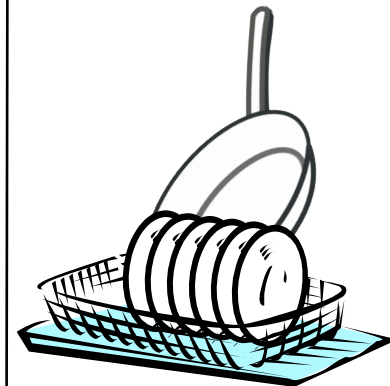


* Prepare and use sanitizer according to product label.

AIR DRY

Do not rinse off sanitizer.

Do not towel dry.



FAQ

Why do I need to sanitize utensils or food equipment if I will be using it for cooking?

The heat involved in cooking may not heat all parts of the utensil or food equipment to a temperature that will kill the harmful microorganisms that can cause someone to get sick. Also, the utensil or food equipment may be used for preparing food that does not involve cooking or the application of heat.

What are the common types of chemical sanitizers to use? What are the advantages & disadvantages of each type?

<u>TYPE OF SANITIZER</u>	<u>ADVANTAGES</u>	<u>DISADVANTAGES</u>
CHLORINE	Relatively inexpensive Kills most microorganisms Does not form film Easy to measure with test strips	Corrodes metal & weakens rubber Breaks down quickly (need to add more chlorine often) Irritant to skin, nose & eyes May leave water spots
QUATERNARY AMMONIUM COMPOUND	Non-corrosive Can be applied as foam for visual control Does not give off strong odor	Relatively expensive Not effective against certain microorganisms Not effective in hard water (high mineral content)
IODINE	Non-corrosive Stable, long shelf-life Kills most organisms including yeast & mold	Expensive May stain plastic and porous materials Not effective at > 120°F

Why must I check the concentration of the sanitizer with test strips?

The amount of sanitizer added to the water is critical. Too little sanitizer will not be effective and may leave microorganisms on the food equipment that can cause someone to get sick. Too much sanitizer may cause taste/odor problems, toxicity and is a waste of money. During warewashing, test strips must be used to check the strength of the concentration because detergents, organic material, and rinse water can change the concentration of the sanitizer.

FOOD SAFETY REFERENCE CARD

PERSONAL HYGIENE

1. No sick employees shall work in kitchen.
2. Handwash sinks must be readily accessible and supplied with running water, soap, and paper towels.
3. Wash hands before starting work, after using restroom, before putting on gloves, when changing tasks, after eating, and whenever hands become contaminated.

CROSS-CONTAMINATION

1. Wash → rinse → sanitize cutting boards when switching to different foods or use separate cutting boards.
2. Keep wiping towels and utensils clean and sanitized.
3. Store food according to minimum cooking temperatures:

↓

vegetables / ready-to-eat foods / cooked foods
seafood
beef / pork
chicken and other poultry

↓

(top shelf)(bottom shelf)
4. Store chemicals below and away from foods.
5. Exclude vermin and pests from facility.

THAWING FOODS

Use an approved thawing method:

1. In the refrigerator
2. Under cold running water in an approved food preparation sink
3. In a microwave oven followed by immediate cooking
4. As part of the cooking process

HOLDING TEMPERATURES FOR POTENTIALLY HAZARDOUS FOODS

Store cold foods at **41°F** or below and hot foods at **135°F** or above. These foods include meats, seafood, eggs, dairy products, cooked rice, cooked beans, cooked pasta, cooked vegetables, tofu, cut melon, sprouts, and garlic in oil.

MINIMUM COOKING TEMPERATURES (INTERNAL)

145°F = eggs, fish, whole pieces of pork and beef

155°F = ground beef, ground pork

165°F = poultry, stuffed foods, foods reheated for hot-holding, and foods cooked in microwave

RAPID COOLING OF FOODS

Cool foods 135°F → 70°F within 2 hours, then 70°F → 41°F within 4 hours

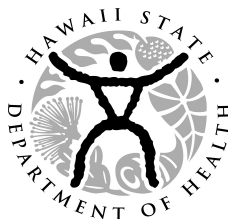
Complete cooling time must not exceed 6 hours.

Use an approved cooling method:

1. Ice bath with frequent stirring
2. Downsize into smaller portions
3. Use shallow pans with food depth 2" or less
4. Use ice paddles
5. Rapid cooling equipment such as a blast chiller

UTENSIL WASHING

SANITIZER TYPE	DISHWASHER (PPM)	3-COMPARTMENT SINK (PPM)
IODINE	12.5 - 25	12.5 - 25
CHLORINE	50 - 200	50 - 200
QUATERNARY AMMONIA	200	200
HOT WATER	180°F	—



Environmental Health Services Division

FOOD SAFETY BRANCH

Visit us at: <http://health.hawaii.gov/san/>