

M.A.P.S. *International* Productions

A Division of the Keaau Youth Business Center

16-540 Kea'au Paho Road, Suite #6

Kea'au, HI 96749

Policy and Use Agreement:

Ohia Mobile Kitchen & Lehua Commissary is available for all educational & cultural organizations and departments for use for production of food for events. These facilities are managed as part of the M.A.P.S. *International* Culinary Arts Program.

Fees

- The rental fee for use of the Ohia Mobile Kitchen & Lehua Commissary is \$300, per day. Additional time needed (i.e. use of the kitchen on the eve before), will be charged at the rate of \$30 an hour. This fee includes use of equipment, utensils, refrigeration; and utilities; and other necessities (aprons, towels, film, foil, sterno.)
- Items such as tablecloths, china dishes, glasses, silverware, punch bowls, etc. will need to be rented through a vendor.
- Kea the Ford Expedition used to deliver & pickup the Mobile Kitchen is included**.
- The renting group is responsible for all misplaced, damaged, lost or stolen equipment, pots, pans and serving utensils. A charge will be assessed if replacement is necessary.
- A minimum charge of \$300 will be assessed if the renting group does not provide adequate clean up volunteers for the specified time schedule. The number of needed clean up volunteers and the schedule will be determined by the KYBC Staff. The renting group must supply a list of clean up volunteers and the name and email address of the person in charge.
- The Mobile Kitchen and Commissary must be cleaned immediately following the completion of food service and cannot be delayed until the end of the event or the following day
- The renting group is responsible for following the policies of the Keaau Youth Business Center and M.A.P.S. *International* regarding activities, safety and sanitation rules.

**Extra delivery charge from Honoka'a, Waimea, North Kohala, West Hawaii and HOVE

Dishwashing/Cleanup

- If china dishes and silverware are rented, they require rinsing, but usually not washing prior to their return to the vendor.
- The renting group is required to leave all food preparation facilities properly cleaned.
- The renting group is required to clean Lehua Café and Pantry (if used) as well as the hot carts and other equipment used.
- All pots, pans and utensils must be taken to the dish washing area in the Lehua Commissary as soon as possible after use, washing and properly stored.
- The renting group is also responsible for the cleaning of all food preparation equipment and the food preparation area.

Liability

The Keaau Youth Business Center and M.A.P.S. *International* shall not be held liable for any injuries incurred by the renting group. A maximum of four (4) persons from the renting group will be allowed in the mobile kitchen and a maximum of six (6) persons will be allowed in the commissary at any one time shall not be held liable for any misplaced, damaged, lost or stolen personal items of the renting group

**Ohia Mobile Kitchen and Lehua Commissary Use
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Supervision

A licensed food handler is required to be present at all times and will supervise and assist the renting group with any needs they may have. The supervisor will be scheduled by the M.A.P.S. *International* management. Some of the responsibilities of the supervisor are as follows:

1. Uphold all safety and sanitation regulations as set by the State of Hawaii and County of Hawaii Department of Health.
2. Unlocking and locking of the doors.
3. Unlocking and locking of the coolers and freezers.
4. Showing the group leader how to use equipment in the kitchen.
5. Showing the group leader where to find pots, pans, and serving utensils.
6. Inspecting the kitchen, equipment, counter space, pots, pans, and serving utensils to ensure they are clean and put away.

ADA Accessibility

Request for accommodations for individuals with special needs must be made a minimum of 72 hours in advance of that individual’s arrival at the kitchen. If an individual with special needs arrives without prior arrangement all reasonable accommodations that can be made will be. Guide animals are not allowed in the Mobile Kitchen or Commissary.

Name of Renting Group: (Please Print)

_____ Ph#: _____

Renting Group’s Mailing Address:

_____ District/City _____

Name of Renting Group’s Supervisor: (Please Print) _____

Signature _____ Date _____

Witness/KYBC/MAPS Staff:

_____ Date _____

COMMENTS:
