

Minnehaha UMC Kitchen Rental Overview

The application process to use the kitchen at Minnehaha United Methodist Church is as follows:

- 1 Download the Minnehaha UMC Kitchen Rental Application** at www.minnehaha.org.
- 2 Make a copy of your Food Safety Certification** (i.e., ServSafe®, Prometric, Professional Testing/Learn2Serv, etc.).
- 3 Make a copy of your Minnesota Food Manager Certificate** from the Minnesota Department of Health.
- 4 Make a copy of your current insurance policy** (\$1 million minimum commercial general liability with Minnehaha United Methodist Church listed as “Additional Named Insured”).
- 5 Make a copy of your current business license.** It should list Minnehaha UMC as the physical address, but NOT the mailing address. (A temporary license is acceptable.)
 - Most direct-to-consumer businesses are licensed by the City of Minneapolis.
 - Wholesale food manufacturers or businesses producing food for sale at retail locations are licensed by the Minnesota Department of Agriculture.
- 6 Fill out, sign and mail or hand-deliver the application together with copies of the above certificates, insurance policy and license** to: Minnehaha UMC, Attn: Trustees, 3701 E. 50th Street, Minneapolis, MN 55417.
- 7 If approved, Minnehaha UMC will send you a Rental Contract and the Kitchen Instruction Manual.** You will then:
 - Review the Minnehaha UMC’s Kitchen Instruction Manual.
 - Sign the Minnehaha UMC’s Rental Contract and return it with the \$250 security deposit.
 - Schedule an orientation/equipment training meeting to get to know the building, kitchen, equipment and processes.

Kitchen Features

Minnehaha UMC is a newly renovated, non-profit church serving South Minneapolis. The church’s community kitchen is fully licensed, air conditioned, and includes a food preparation area as well as quality commercial grade equipment. The facility features:

- Secure, 24/7 access
- Free on-street parking
- Freezer and refrigerator
- Convection oven
- Commercial mixer
- Ice machine
- 10-burner range with two ovens
- Commercial food processor
- Commercial coffeemaker
- Microwave oven
- Commercial dishwasher
- Three-compartment sink
- Basic pots, pans, trays, racks and cooking tools
- Glassware, cups, plates and silverware
- Kitchen serving line
- Connected Fellowship Hall with seating for up to 150

Note: You supply your own linens and sanitation products. Refrigerator, freezer and dry storage will be negotiated.

Kitchen Rental Fees

- Full-service kitchen rental \$25/hr.
- \$100 minimum
- \$250 security deposit
- Hourly discounts for greater use and/or long-term contracts
- Fellowship Hall rental \$75/hr.

Note: Church programs and funerals may require a flexible schedule.

Questions? Contact Minnehaha UMC’s Chair of Trustees: (612) 250-1662.

Minnehaha UMC Kitchen Rental Application

Please fill out this kitchen rental application and return it to:

Minnehaha United Methodist Church, Attn: Trustees, 3701 E. 50th Street, Minneapolis, MN 55417

APPLICANT

Name:

Phone:

Email:

Date of Birth:

Driver's License/State ID:

Current Address:

Previous Address:

BUSINESS

Company Name:

Address:

Phone:

Email:

Product Description:

Food Manager Certification #:

EMERGENCY CONTACT

Name:

Address:

Phone:

Email:

Relationship:

BUSINESS REFERENCES

Name/Co.:

Phone:

Email:

Name/Co.:

Phone:

Email:

Additional Information (if needed):

USE OF KITCHEN

Requested Days/Dates:

Requested Times/Hours:

Equipment Needed:

I authorize Minnehaha United Methodist Church to verify the information on this form and to obtain a credit history report and conduct a background check.

Applicant Signature

Date

Minnehaha UMC Kitchen Rental Instructions

- ❑ **Completed Minnehaha UMC Rental Application.** You will be notified when you are approved/not approved.
 - A \$250 security deposit payable to Minnehaha UMC is required before signing rental agreement.
- ❑ **Copy of Food Safety Certification.** (Attend class and pass exam) – Resources below:
 - The ServSafe® Examination of the National Restaurant Association Educational Foundation
 - The Certified Professional Food Managers Examination of Prometric
 - The Food Protection Certification Examination of Professional Testing, Inc.
 - Food Safety Manager Exam by 360 Training/Learn2Serv.com

(Please Note: All online exams must be taken at a proctored location. Please contact 360 Training/Learn2Serv.com for the proctored locations near you)
- ❑ **Copy of Minnesota Food Manager Certificate.** (Get this certificate after you pass the Food Safety Certification exam.)
 - Application forms available from Minnesota Department of Health: www.health.state.mn.us/divs/eh/food/fmc/how.html
- ❑ **Copy of Current Insurance Policy.**
 - One million dollar minimum commercial general liability.
 - Minnehaha UMC **must** be listed as “Additional Named Insured.”
 - Do **not** list Minnehaha UMC as mailing address; otherwise you will not receive your mail correspondence.
- ❑ **Copy of Current License.** (Must list Minnehaha UMC as physical address; do NOT list Minnehaha UMC as mailing address, otherwise you will not receive your mail correspondence)
 - Caterers, food trucks, and other direct-to-consumer businesses are licensed through the City of Minneapolis: www.minneapolismn.gov/licensing/business-licensing_food_index
 - Food manufacturers and other wholesale food product businesses are licensed through the State of MN Dept of Agriculture: www.mda.state.mn.us/licensing/e-licensing-options.aspx
- ❑ **Completed kitchen rental application.** Mail filled-out and signed application to: Minnehaha UMC, Attn: Trustees, 3701 E. 50th Street, Minneapolis, MN 55417.

You must complete the following before you can use the kitchen and equipment at Minnehaha United Methodist Church:

1. Sign Rental Operating Agreement.
2. Pay \$250 security deposit.
3. Review & acknowledge Minnehaha UMC's Policy & Procedure Manual.
4. Provide all of the above listed documents to Minnehaha UMC.
5. Kitchen orientation with authorized Minnehaha representative.