

## The City of Milan Kitchen Rental Information

### Application and Enrollment Process:



Access to The Center kitchen is limited to businesses that are identified as qualified after completing the application process. The application process goes as follows:

1. Fill out an [application form](#) and provide all of the information requested, such as: ServSafe food certificate (This will cost you \$195 for a full day of Instructor-led training and the test is offered at the end of the day. It can be scheduled at [PIC Food Safety.](#)), [general business license](#), \$200.00 fully refundable security deposit and a \$1,000,000 liability insurance policy that names the City of Milan.
2. After turning in the application, qualified applicants will be invited to attend an orientation with Milan Parks and Recreation Staff.
3. Upon enrollment, the prospective kitchen tenant will receive a tenant start-up checklist that ensures you are up to the [MDARD](#) standards.
4. The formal agreement will begin by signing a Rental Operating Agreement.
5. After all benchmarks have been reached, the kitchen tenant will begin official production at the kitchen.

## **Understanding the foods that can be produced in our Kitchen**

**ACID or LOW WATER ACTIVITY**-These foods are easily produced and processed in the Center Kitchen, with proper licensing and training. Examples these foods are baked goods, spice mixes, teas, batters, candies, nuts, jams and jellies. Frozen foods, and catered meals made in the kitchen are also acceptable.

**ACIDIFIED** - These foods have ingredients added that potentially bring them back down to acid based and properly produced. In order to produce acidified foods, there are additional steps to take including a 'Process Authority Review', which looks at ingredients and process steps; additional state licensing; and 'Better Process Control' training requirements. Please note that there are much more stringent requirements for acidified foods. Examples of these foods include: salsa, pickled foods. .

**MEAT BASED ITEMS**-Meat items such as jerky, need federal inspection (USDA) to be wholesaled. Also, any food items containing meat such as spaghetti sauce, pizza, etc. falls into this category. Sandwiches, such as a ham & cheese sub sandwich are exempt from this rule and could be processed in The Center Kitchen.

The Center Kitchen will charge a flat fee of \$15.00 per hour. Please sign in and sign out and you will be billed monthly.

- In the event of equipment failure or facility issues that compromise production, credit for lost hours may be applied on a discretionary basis, provided business reports incident immediately.
- After-hours access to The Center Kitchen is subject to staff review and approval