

# Ghost Kitchen Policy

Edition 1.2 (April 2022)

## Program Description

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Lackawanna College’s Culinary Program supports Northeast Pennsylvania food entrepreneurs by providing access to unused kitchen facilities. Access to a certified commercial kitchen is often a barrier to early-stage startup restaurants, bakeries, and food manufacturers – particularly those from disadvantaged communities. The Culinary Program will work with the Venture Lab to identify qualified startups for participation in the Ghost Kitchen. The Ghost Kitchen program is intended to provide temporary, short-term access to commercial kitchen facilities to test market opportunities.

Participation is on a first come, first served basis. Available space to accommodate startup food service businesses fluctuates throughout the year. More than one company may use the facility at the same time. Acceptance and continued use of the college’s culinary facilities is at the sole discretion and convenience of the Culinary Program.

The facilities and equipment available to startup companies includes preparation areas, sinks, mixers, ovens, stove tops, bowls, cooking trays, pots and pans, measuring cups, and a variety of cooking utensils. It may also include limited dry and cold storage space. During an orientation meeting, Culinary staff will review the equipment and space available to the entrepreneur. Access to the site is limited to times when a Culinary staff member or designated representative can be on-hand to unlock access to kitchen areas, monitor activity, and verify exit procedures are followed.

## Participation Requirements

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Ghost Kitchen participants must:

- Be a member of the Venture Lab.
- Complete a 1-hour orientation to the assigned kitchen facilities that covers the equipment and storage available to the startup, reviews program operating procedures, walks through the cleanup checklist, and confirms the days and times the company will utilize the space.
- Complete food safety and equipment use and safety training, including PA ServSafe certification and comply with food preparation best practices and safety standards.
- Hold and maintain \$1-2 million general liability insurance coverage.
- Be a registered PA company.
- Pass a City of Scranton facilities health inspection.
- Maintain an accurate record of facility utilization (submitted monthly) for billing purposes.
- Clean up the kitchen area after each use following the Kitchen Cleanup Checklist.

## Fee Schedule

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| Area             | Fee   |
|------------------|---|
| Kitchen Access   | \$15.00 per hour (measured in 30 minute increments) |
| Dry/Cool Storage | \$5.00 per cubic foot per month                     |
| Security Deposit | \$200.00 (returned upon completion of the program)  |

## Billing

The startup company will record the hours used in the kitchen using the following format. This record will be signed by both the entrepreneur and a designated Culinary Program representative. Time records will be initialed by both parties at the close of each day of use. Companies will remunerate Lackawanna College for these services on the monthly basis. Failure to pay a bill may result in a loss of access to the kitchen facilities and/or termination from the program.

| KITCHEN           |            |          |            |                |
|-------------------|------------|----------|------------|----------------|
| Date              | Time In    | Time Out | Total Time | Cost (\$15/hr) |
|                   |            |          |            |                |
|                   |            |          |            |                |
| SUBTOTAL          |            |          |            |                |
|                   |            |          |            |                |
| STORAGE           |            |          |            |                |
| Type              | Cubic Feet |          |            | Cost (\$5/cf)  |
| Dry               |            |          |            |                |
| Cold              |            |          |            |                |
| SUBTOTAL          |            |          |            |                |
| <b>TOTAL BILL</b> |            |          |            |                |

## Parking

Parking is generally limited to metered street parking. The Venture Lab or Culinary Program may arrange for on-campus parking, if possible.

## Kitchen Cleanup Checklist

Companies are expected to clean up after themselves to leave the facility in the state of cleanliness in which they found it, making it ready for its next use. After each visit to the facility, entrepreneurs will complete the following checklist.

- Return food and items to assigned storage areas (as needed)
- Dispose of empty containers, boxes and wrappers in the trash and recycling receptacles located in the back end of the parking lot
- Turn off, clean and return equipment to original storage locations
- Wipe down and clean ovens and stoves
- Wash and sanitize counters, shelves, tables and food preparation surfaces
- Wash dishes, pots, pans, and utensils and return to their original storage locations
- Clean sinks and wipe dry
- Sweep and mop floors
- Secure area, turn off lights, and close doors to the kitchen area
- Complete time record

Evidence that the checklist has not been followed, such as a dirty work area, may result in a termination of the company's access to the facility and loss of the company's security deposit. Areas or equipment found not cleaned to professional standards will be addressed through remedial training and a review of requirements by culinary staff.

## Damage to Equipment or Facilities

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Damage beyond normal wear and tear to kitchen equipment or facilities will be reimbursed to Lackawanna College. Damage up to the amount of the security deposit will be paid out of those funds and deducted from amount returned to the entrepreneur upon completion of the activity period. Damage over the amount of the security deposit will be billed to the company. Access to the facility may be denied until the bill for damage is paid. Documentation of the damage and expense will be recorded by the Culinary Program with fees charged.

## Liability

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Lackawanna College assumes no liability for the operations of the startup company. Companies are encouraged to acquire and maintain proper licensing and reasonable business registrations and insurance. Participants must obtain and maintain \$1-2 million in general liability insurance. Funds for paying these expenses may be obtained by applying for a microloan from the Venture Lab.

## Business Registration & City of Scranton Health Inspection

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Startup food service business will need to officially register their company with the State of Pennsylvania and, as part of that process, have the appropriate city official conduct a health inspection of the kitchen facilities – specifically, the ghost kitchen provided by Lackawanna College. The Small Business Development Center (SBDC) can assist you in locating and completing the appropriate paperwork for a business license to officially start your company.

The physical location of the ghost kitchen is at: Healey Hall, 415 N. Washington Ave., Scranton, PA 18509

Include the following information on the business license form:

- Property Owner: Lackawanna Junior College, DBA Lackawanna College
- Address of Owner: 501 Vine Street, Scranton, PA 18509
- Point of Contact: Stephanie Decker, Associate Vice President of Social and Economic Impact
- Phone: (570) 504-7945
- Email: [DeckerS@lackawanna.edu](mailto:DeckerS@lackawanna.edu)

## Facilities License Agreement

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Prior to the completion of the business registration process, you will need to complete a Facilities License Agreement with Lackawanna College to grant permission to use the facility. This agreement is part of the required documentation needed by the government.

## Application Form

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The application form provided on the following page begins the process for using the ghost kitchen facilities. It places a hold on the times and days you want to use the kitchen and provides us with needed information to initiate the Facilities License Agreement. Please complete this form prior to commencing with your business license application and health inspection with the City of Scranton.

# Ghost Kitchen Application

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*Participants will complete the following information and submit to the Lackawanna College Culinary Program along with a copy of their ServSafe Certification credential (if available).*

Company Name:

Entrepreneur:

Email:

Phone:

Address:

I hold a ServSafe Certification. (attached)

I am working on my certification. Expected completion date:

Describe food products you will prepare in the Ghost Kitchen:

Describe the types of equipment and kitchen space needed for food preparation:

Describe your product packaging and distribution method(s):

Identify the days and times you would like to use the Ghost Kitchen:

Monday-Friday:

Morning, Afternoon or Evening:

Total number of hours needed per week:

Identify storage needs:

Dry Storage (cf):

Cold Storage (cf):

I have read and will comply with the Ghost Kitchen Policy. I acknowledge Lackawanna College assumes no responsibility or liability for my startup company and that the college does not guarantee access to or the availability of the ghost kitchen facilities in the future.

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COMPANY

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NAME (PRINTED)

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SIGNATURE

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DATE