

<b>REPORT OF:</b> <b>Warner Park Community Recreation Center  Advisory Committee</b>	<b>PRESENTED: October 13, 2010</b>
<b>TITLE:</b> Meeting of September 23, 2010	<b>APPROVED:</b>
<b>AUTHOR:</b> Brad S. Weisinger, CPRP WPCRC Facility Manager	
<b>DATED:</b> October 4, 2010	

**TO THE MADISON BOARD OF PARK COMMISSIONERS:**

At its regular meeting on Thursday, September 23, 2010 the Warner Park Community Recreation Center Advisory Subcommittee reported the following action:

**1. APPROVAL**

**MOTION: Rhodes Conway, seconded by Van Rooy**

**The WPCRC Advisory Subcommittee supports city staff in going forward with the kitchen use policy and a follow-up report when the process begins.**

**Motion carried by unanimous voice vote.**

**Background**

Madison Dane County Public Health and the City Risk Manager were consulted in order to create a plan for public kitchen access through the structured rental process now in place at WPCRC. Currently the kitchen is licensed by City of Madison-Dane County Public Health and if any problems occur in the kitchen, the City is at risk for these problems. The facility manager holds a food manager's license and is held accountable for any problems or health infractions that occur in the kitchen as well as the method for handling these problems.

As a result of the decision by the City to allow public access to the kitchen for rental opportunities, the City will eliminate its annual food and drink license and food manager's license at WPCRC. This does not mean that the kitchen is no longer a commercial kitchen. It does mean that those who rent the kitchen will need a liability insurance policy in the amount of \$1,000,000 naming the City of Madison, its officers, officials, agents and employees as additional insured. The rental party will also need a temporary restaurant permit or an annual food and drink license and a food manager license. The permit and license are linked to the person, not the kitchen.

WPCRC will provide an orientation for a designee of the rental party. The orientation will include instructions for the proper usage and clean-up of the kitchen and the large, expensive kitchen appliances. WPCRC will also perform a walk-through of the kitchen with a checklist to make sure everything is in good order at the end of the rental time. There will be a rental fee to use the kitchen and a security deposit will be required. Additional information regarding the rental process and fees will be made available to the public.