

MU East Kitchen Use Policy and Use Agreement:

Page 1/2

Last updated: 6-26-06

The MU East Kitchen is available for all OSU Student Organizations and Departments for use for production of food for events. The space is managed as part of the Student Involvement Cultural Meal Program.

Fees

- The rental fee for use of the MU East Kitchen 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 supervision by a licensed food handler; 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.
- The Student Involvement Van is used when transport is needed to get your food from the MU East Kitchen to the Memorial Union or other on campus locations. A Student Involvement employee will make this arrangement and will be driving the van. Van use fees of \$20 will be billed to the student organization.
- 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 Cultural Meal Support Staff. The renting group must supply a list of the clean up volunteers and the name and email address of the person in charge.
- The MU East Kitchen 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 Department of Student Involvement regarding activities, safety and sanitation rules.

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 the West Ballroom and MU 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 MU East Kitchen as soon as possible after use, washed and properly stored.
- The renting group is also responsible for the cleaning of all food preparation equipment and the food preparation area.

MU East Kitchen Use Policy and Use Agreement:

Page 2/2

Last updated: 6-26-06

Liability

The Memorial Union and Student Involvement shall not be held liable for any injuries incurred by the renting group. A maximum of twenty five (25) persons from the renting group will be allowed in the kitchen at any one time. The Memorial Union and Student Involvement shall not be held liable for any misplaced, damaged, lost or stolen personal items of the renting group.

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 Student Involvement management. Some of the responsibilities of the supervisor are as follows:

1. Uphold all safety and sanitation regulations as set by the Benton County Health Department and the State of Oregon.
1. Unlocking and locking of the doors.
2. Unlocking and locking of the coolers and freezers.
3. Showing the group leader how to use equipment in the kitchen.
4. Showing the group leader where to find pots, pans and serving utensils.
5. 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 MU East Kitchen.