



University Religious Center Kitchen Use Policy

We regret that **safety, health and liability** issues make it necessary for use of the URC kitchen to be limited. Individual groups may receive permission for **warming foods in the ovens, heating foods on the stove tops**, and using the **microwave**, but the preparation of foods, the cooking of meals, the use of the barbecues and the storing of items in the refrigerators must be limited to those organizations which have office space in the URC. When an exception is made it is because a particular URC religious director has signed on as supervising the event.

Dishes, pots and pans, flatware, barbecue and spices in the kitchen are there for the use of the above mentioned groups.

Groups which have an on-going reservation for the kitchen and 108 are welcome to request permission to store a closed plastic container for their own paper goods, spices, etc. These plastic containers will be kept on the shelf which tops the cabinets along the east wall. Please request permission, then purchase, label and use a plastic container of the appropriate size. Any other stored items must fit easily into the front area of the custodial closet in 108.

One refrigerator is available to groups using the kitchen, but use is limited to the day of your event. It is not for long term storage. Even then, we ask that anything put in the refrigerator be labeled. Items left more than 7 days will be discarded.

A particular request of anyone using food in the kitchen, 108 or 205: Please remove all trash to appropriate containers on the balcony or in the patio. Please do not leave used paper plates, etc. in the small trash containers in the rooms. Rodents are an issue.

Food use in 205 is limited to items not involving sauces, soups, etc. (Items like pizza, fruit, cake, sack lunches, etc. are acceptable). This carpeted room suffers greatly.

If, for an ongoing or particular event, your group wishes to seek authorization for additional use, please make an appointment to discuss this with Anne Burton, American Baptist Ministry (02674), Glenn Libby, Canterbury (02673), Diane Kenney, United Ministry (02667), or Tita Valeriano, Lutheran Campus Ministry (02669).

A signature is required after permission for use of the kitchen is given. Your signature indicates you understand and will abide by the guidelines. This form is in addition and subsequent to the room reservation request.

I have received permission from _____ to use the kitchen on the following days/dates _____. I understand the listed restrictions and will abide by them.

Name _____ Date _____ email _____