GRINNELL COLLEGE

.
Intercultural Engagement & Leadership
Grinnell College
Grinnell, Iowa 30112- 1690
641 269 9517 (IRC)
641 269 3062 (Director)

Multicultural Kitchen Contract

Name of Organization: _____

Individual making the reservation:_____

On-site contact person:_____

Date and time of usage:_____

Agreement:

1. The Office of Intercultural Engagement and Leadership gives the key and access to the space of the Multicultural Kitchen to:_____ on _____ so that the individual or organization has a space where they can prepare and cook food for an event.
2. If you need the key prior to the event it will be given to you to prepare for the event, but it must be returned at the time stipulated
3. The kitchen cannot be used to store perishable goods for a long period of time so please be mindful and do not plan to store goods there for long periods of time
4. It is expected that all individuals involved in food preparation abide by the food safety regulations, and all signs posted in the kitchen
5. The multicultural kitchen is a space for the entire campus and it I expected that after each even it is returned in the way presented to you. This means all equipment used must be properly washed and the areas must be cleaned and polished when the event is over. You are also responsible for taking out the trash after the event.
6. Please return the key to the staff person who gave it to you within a day after the event
7. If there are consecutive events booked, the staff member is responsible for handing the key to the next group please be mindful of this and do not hand the key to the other group
8. If you do not remove your personal item such has bowls spoons etc, they will be donated to other groups on campus
9. In the event that our equipment malfunctions please inform us, that we may fix it as soon as possible

Fines and charges

1. If you fail to clean up the kitchen, there is $25.00 fine and a $10 per hour will be charged to the contact listed for ever hour of clean up
2. If an item goes missing or gets broken, the contact will be charged or replacement
3. In the event that the key goes missing , you have 24 hours to return it after which there will be a $25 per day charge until it is found.

GRINNELL COLLEGE

Intercultural Engagement & Leadership
Grinnell College
Grinnell, Iowa 30112- 1690
641 269 9517 (IRC)
641 269 3062 (Director)

Multicultural Kitchen Procedures

Name of Organizer/ Individual: _____

Individual making reservation: _____

Onsite contact person: _____

Date of usage: _____

Time of usage: _____

Procedures and expectation

- Go over contract
- Key checked out : date_____ and time _____ to _____
- Key checked in : date_____ and time : _____ from:_____
- Key must be returned and kitchen must be completely cleaned by: date_____ and time _____
- Kitchen inspected by: _____
- Condition of key after use:_____

Cleaning and usage

1. No alcohol
2. Do not use any food, spice etc that do not belong to your organization
3. No food may be left after use
4. All dishes and utensils are to remain in the kitchen for proper disposal
5. There must be no person food left in the kitchen
6. All dishes , utensils etc must be washed, dried and stored after use
7. Stove tops and ovens must be cleaned of all spills food and debris
8. All countertops must be washed and dried
9. All cabinet appliance m=faces and handles must be wiped clean
10. Sinks must be cleaned
11. All spill in the refrigerator must be cleaned
12. Please report any problem to the staff member in charge of the kitchen

Signature of organizer_____

Signature of staff member_____ **Date:**_____