Beaver Tips: OSU Global Community Kitchen Rental Policy

Student organizations preparing food for events are limited to rental of the OSU Global Community Kitchen. The Memorial Union kitchen is reserved only for Memorial Union Retail Food Services events.

FEES
For a breakdown of current OSU Global Community Kitchen Fees please go to: http://sli.oregonstate.edu/files/seac/fees_equipment.pdf

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 Global Community 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.

Liability
The Memorial Union and Student Leadership and 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 Leadership & Involvement shall not be held liable for any misplaced, damaged, lost or stolen personal items of the renting group.

Supervision
A Student Events and Activities Center staff member 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 Events and Activities Center (SEAC) 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.
2. Unlocking and locking of the doors.
3. Unlocking and locking of the coolers and freezers.
4. Showing the group leader how to use equipment in the kitchen.
5. Showing the group leader where to find pots, pans and serving utensils.
6. Inspecting the kitchen, equipment, counter space, pots, pans, and serving utensils to ensure they are clean and put away.

To Reserve the kitchen please go to: http://sli.oregonstate.edu/webform/ccfp-self-catering-information-form

*For additional information contact Student Events and Activities Center at 103 Memorial Union (541-713-8368)*

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