

Binghamton Dining Services Student Kitchen Use Request

Organization Requesting _____ Today's Date _____

Person Requesting _____ Email _____

Name of Event _____

Menu for Event _____

Date for Use _____ Date of Event _____

Kitchen Use Begin Time _____ Kitchen End Time _____

Organization Approval _____

Binghamton University Dining Services Management Approval _____

Fee Structure- \$50.00 an hour Kitchen Supervision and \$195 Post Use Cleaning

Kitchen Use Guidelines

1. Dining Services requests 15 business days notice for scheduling purposes.
2. Kitchen is available based on business needs and subject to change. Some days/dates will not be made available. These are times of major University Events or non-academic periods. Dining Services has the final right to schedule.
3. Kitchen is only available after 5:00 PM for student use.
4. Only one (1) group may be in the kitchen at a time. All members of the group must be Binghamton University Students.
5. No more than eight (8) students are allowed in the kitchen at one time.
6. When requesting your food items, please be as specific as possible. An example would be if chicken thighs are requested, please specify boneless, or bone in.
7. All proteins and dairy items **MUST** be purchased through BUDS. Seven (7) days notice to order product is required. Food must be served in Old Union Hall, Mandela or in the Union Building.
8. Product cannot be for resale.
9. Please respect our kitchen including equipment and staff.
10. While preparing food in a Dining Services facility, all temperatures must be recorded on a HACCP log. This will be explained and reviewed with students by attending Dining Services supervisor.
11. All cooked food must be chilled rapidly according to HACCP policy, and stored in shallow disposable pans.
12. While using knives, everyone must wear a cut resistant glove supplied by Dining Services. Attending supervisor will show students proper knife/glove usage.
13. No open toe shoes, tank tops, or jewelry may be worn. Hair restraints must always be worn.
14. All kitchen areas used by the group must be cleaned to Dining Services supervisor's expectations including dishes, counters, pots, pans, trash removal, sweeping, etc.
15. Group must adhere to all agreed upon time frames in your catering contract.
16. There may be additional charges added to organization's bill for any supplies used, such as gloves, hairnets, disposable pans, and sternos, etc.

Return your completed form to Dining Services Catering Department located in University Union Room 116 F.