



**THE BOWERS CENTER
FOR SPORTS, FITNESS
& WELL-BEING**
ELIZABETHTOWN COLLEGE

Demonstration Kitchen Policies & Procedures

The demonstration kitchen is located on the 1st floor of the Bowers Center for Sports, Fitness & Well-Being. This is a unique space with a goal of providing culinary, nutrition, and other food related learning experiences for the Elizabethtown College campus community. Private use of the kitchen is by reservation only.

Please note, Elizabethtown College and/or the Bowers Center for Sports, Fitness, & Well-Being take no responsibility for injury or negative outcome resulting from unsafe food practices by individuals/groups reserving the demonstration kitchen.

1. Scheduled use of the kitchen: Elizabethtown College student groups/organizations and faculty/staff are able to reserve the demonstration kitchen by using the 25Live scheduling system. All approvals are determined by the Senior Director for Student Involvement & Wellbeing and/or Assistant Director of Health Promotion.
 - a. Outside organizations must schedule events through the Office of Special Events and Summer Programs and the Office of Campus Recreation and Well-Being.
2. Participants must comply with the rules and regulations of Elizabethtown College and the Bowers Center for Sports, Fitness & Well-Being. Any violation of these policies will result in being asked to leave the facility and/or forfeiting future use of the space.
 - a. This includes the misuse of kitchen equipment and non-compliance with safety rules.
3. Due to food safety and licensing guidelines, the Demonstration Kitchen is for educational purposes only. The use of the kitchen for individual/group meal preparation is prohibited.
4. Food made in the Demonstration Kitchen is not to be distributed outside of the Bowers Center for Sports, Fitness, & Well-Being.
 - a. Food must be consumed during your Demonstration Kitchen session/event. Leftovers specific to this session/event may be taken.
 - b. Under no circumstances may food prepared in the Demonstration Kitchen be sold during the course of a reservation or at any time following its conclusion.
5. Groups are responsible for ensuring the kitchen is cleaned upon the conclusion of the event. Failure to do so will result in a fee.
6. All tables, chairs, and/or other items that were moved during use of the kitchen must be returned to their original location. *Please see pictures on the checklist for layout.*
7. Lost, stolen, or damaged equipment will result in the organization or department being charged the cost to replace the equipment and jeopardize their ability to reserve the space for future use.

8. The representative of the group/organization assumes responsibility for all parties involved to adhere to the policies/procedures in place. The party responsible is also required to play an active role in the planning, execution, and supervision of the event.
9. All groups must supply all their own food (including pantry items: flour, salt, sugar, etc.). Paper products (outside of general cleaning supplies) will NOT be supplied – paper plates, napkins, plastic utensils, etc. must be provided by the group. Cleaning supplies will be available for use.
10. Use of the space is only permitted during regular operating hours of the Bowers Center for Sports, Fitness, & Well-Being.
 - a. Outside organizations may arrange events outside of regular operating hours with the supervision of Elizabethtown College staff.
11. Groups/organizations, staff, or faculty utilizing the Demonstration Kitchen for the first time need to meet with the Assistant Director of Health Promotion at least 24 hours prior to the event to review policies, procedures, and pertinent information about the space. If this requirement is not met, the space will not be able to be utilized.
12. Cancellations must be made 1 week prior to the event (unless the campus schedule is altered for inclement weather). All cancellations must be submitted to: Joni Eisenhauer, eisenhauerj@etown.edu and eventscheduling@etown.edu
 - a. Cancellations made less than 1 week prior to the event may result in a fee.
13. Please complete “End of Event Check-Off” form and return to Assistant Director of Health Promotion within 24 hours of event completion.

If any of the outlined guidelines are not followed, the group/organization’s future use of the Demonstration Kitchen may not be approved.



**THE BOWERS CENTER
FOR SPORTS, FITNESS
& WELL-BEING**

ELIZABETHTOWN COLLEGE

Demonstration Kitchen – End of Event Checklist

Please complete & return to Joni Eisenhauer: eisenhauerj@etown.edu or Bowers 215 no later than 24 hours after the conclusion of the event. *Failure to do so may jeopardize future approval of the space.*

- _____ Return supplies and equipment to their proper storage places.
- _____ Wipe down counter tops and tabletops with soap and sanitizer solutions.
- _____ Clean appliances with soap and sanitizer solutions.
- _____ Wash all dishes in the sink or dishwasher and put away.
- _____ Wipe down sinks.
- _____ Sweep the floor and inspect for debris.
- _____ Place all aprons, cleaning towels, and hand towels in the laundry basket (located in the cabinet underneath the sink).
- _____ Check to see that all equipment is either unplugged or switched off prior to leaving.
- _____ Return chairs, tables, and/or other items to their original location (see layout pictures for reference)
- _____ Inform Front Desk Attendant when you leave the space so the door can be locked.

NOTIFY JONI EISENHAUER, ASSISTANT DIRECTOR OF HEALTH PROMOTION, IF ANYTHING IS MISSING, BROKEN or DAMAGED.

Name (printed): _____

Event: _____ Date of Event: _____

Signature: _____ Date: _____

For office use only.

Charges incurred: YES NO Amount of charges: _____

Reason for charges: _____

Allow future use: YES NO

Additional Notes: _____

Layout: 4 tables in the front row (closest to kitchen island), 3 tables in the following two rows. Two stools at each table. 5 clear chairs at the bar area. All appliances/equipment that were not already on the countertops need to be returned to their original spot.

