



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

## **Demonstration Kitchen Policies & Procedures**

The demonstration kitchen is located on the 1<sup>st</sup> 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 Director of the Bowers Center 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.
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. Lost, stolen or damaged equipment will result in the organization or department replacing the equipment and/or jeopardizing their ability to reserve the space for future use.

7. The representative of the group/organization assumes responsibility for all parties involved to adhere to the policies/procedures in place. The responsible party is also required to play an active role in the planning, execution and supervision of the event.
8. 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.
  - a. The Assistant Director of Health Promotion may assist with providing supplies (i.e. pantry items, paper products) for an additional fee. All requests for such items must be provided at least 48 business hours (Monday – Friday) prior to the event.
9. Use of the space is only allowed 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.
10. Groups/organizations and 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.
11. 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](mailto:eisenhauerj@etown.edu) and [eventscheduling@etown.edu](mailto:eventscheduling@etown.edu)
  - a. Cancellations made less than 1 week prior to the event may result in a fee.
12. 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.*



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## Demonstration Kitchen – End of Event Checklist

Please complete & return to Joni Eisenhauer: [eisenhauerj@etown.edu](mailto:eisenhauerj@etown.edu) or Bowers 215 no later than 24 hours after the conclusion of the event.

- \_\_\_\_\_ 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.
- \_\_\_\_\_ Clean exterior of dishwasher, microwave, and refrigerator with stainless steel wipes.
- \_\_\_\_\_ 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 a laundry basket.
- \_\_\_\_\_ Inform front desk the event is ended and request housekeeping pick up the trash.
- \_\_\_\_\_ Check to see that all equipment is either unplugged or switched off prior to leaving.
- \_\_\_\_\_ 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: \_\_\_\_\_

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**For office use only.**

**Deposit Refund: YES                      NO**

Reason for withholding refund: \_\_\_\_\_

Date of refund: \_\_\_\_\_

Signature: \_\_\_\_\_

Additional Notes: