

## Atwood Memorial Center

### Priorities for Scheduling:

Scheduling will take place on a first come, first serve basis.

### Kitchen Facilities Policy:

1. Approval of the request for space will be based on availability of AMC banquet space as well as availability of the Garvey kitchen facility.
2. Only one SCSU Student Cultural event that involves use of Food Service kitchen facilities will be allowed per weekend, limited to Saturdays/Sundays.
3. Food service kitchen facilities are only available for Saturday/Sunday events being held in Atwood Memorial Center.
4. Each SCSU cultural group may only apply for one event using Food Service kitchen facilities per academic year.
5. 10 Days prior to food orders being placed groups must complete in **full** the Student Organization Food Application form with the Advisor's signature to the Catering office.
6. Before groups can use the kitchen production areas, they will need to have completed the Atwood/Food Service cultural event planning session with training related to food safety and sanitation issues.
7. Food Service will assess all costs for the events including cost of food supplies, paper costs, staffing (supervisor is required at all times when the kitchen is in use) as well as for any clean up costs.
8. It is the responsibility of the cultural group to clean the facilities according to Food Service standards. **If satisfactory cleaning does not occur, Food Service shall assess a Fee.** Substantial cleaning by Food Service may result in the loss of the group's rights to reserved facilities for one calendar year.
9. Groups are expected to pay their bill to Sodexo within 30 days of the event. Groups that fail to pay in full within 90 days of the event will forfeit their rights to use the kitchen for the following academic year.

### Use of Non-Campus Food Service Vendor Checklist:

A request for an exception to use non-campus food service for an event will need to be evaluated on a case by case basis. It will require approval of the Atwood Memorial Center Director, and the General Manager of Food Service. The request must be in writing and site the need for an exception as well as follow all policies stated in the Non Campus Food Service Vendor Checklist relating to insurance and the use of commercial kitchens for food preparation. Approval must be secured at least 30 days in advance of the event