**The Kitchen Policy**

**Policy Title:** Native American Center (NAC) & El Centro Kitchen Policy

**Policy Summary: This policy defines four categories of food preparations in the NAC & El Centro Kitchen and states restrictions to safeguard food safety.**

**Effective date:**Immediately.

**Policy Statement:**

The NAC & El Centro Kitchen (“The Kitchen”) is located between NAC and El Centro in the Student Union. The primary purpose of The Kitchen is to promote the goals of NAC and El Centro by hosting cultural and social events with food. The Kitchen must be used in a way to safeguard food safety. **At no time may alcoholic beverages be consumed or served.**

For the purpose of this policy, there are four types of uses of The Kitchen:

1. Personal Use
2. This involves food preparation primarily for an individual’s personal consumption during each center’s hours.
3. FLC students and employees may use The Kitchen for this purpose if The Kitchen is available, on a first-come, first-served basis.
4. Individual users are responsible for safe preparation and storage of the food.
5. Individual users are responsible for cleaning The Kitchen after each use.
6. Group Use
7. This involves a group of people sharing prepared food during an event and must be in compliance with the College’s [Non-Campus Dining Services Food Policy](https://wiki.fortlewis.edu/pages/viewpage.action?pageId=41288690).
8. Only groups associated with NAC or El Centro are allowed to use The Kitchen with prior approval. These groups include: AISES, AIBL, Dine Club, Native American Outdoor Club, Wanbli Ota, Native Intervarsity, Pejuta Tipi Society, Pueblo Alliance, Club del Centro, Club Ballet Folklorico de Durango, SACNAS (Society for the Advancement of Chicanos and Native Americans in Sciences), and Indigenous Feminism Rising. Reservations must be made at least one week ahead of the event with NAC or El Centro (see “Procedures for Use of the NAC & El Centro Kitchen”).
9. Preparation in The Kitchen for group use usually involves cooking or heating prepared food. The group organizing an event is responsible for safe preparation and storage of the food. Participants assume the risk that the food items being served are safe.
10. The group is responsible for cleaning The Kitchen after the event.
11. Public Consumption Use
12. This involves food prepared by a group that will be offered to the general public for sale or free consumption and must be in compliance with the College’s Non-Campus Dining Services Food Policy.
13. Only groups associated with NAC or El Centro are allowed to use The Kitchen with prior approval. Reservations must be made at least one week ahead of the event with NAC or El Centro (see “Procedures for Use of the NAC & El Centro Kitchen”).
14. A ServSafe trained staff must be present during the event to supervise for safe preparation and storage of the food according to the rules and regulations of running a commercial kitchen.
15. The group is responsible for cleaning The Kitchen after the event under the supervision of the professional staff.
16. Private Event Use
17. The Kitchen may be used by a current FLC student for a private event that is related to educational accomplishment, such as graduation party, reception after a public presentation of scholarly or artistic work. For this type of use, The Kitchen is available only outside regular business hours.
18. This use must be approved by the NAC Director or the El Centro Coordinator at least one week ahead of the event. The decision to approve or not will depend on the availability of The Kitchen, the availability of professional staff, and the nature of the event.
19. A ServSafe trained staff member must be present during the event to supervise for safe preparation and storage of the food according to the rules and regulations of running a commercial kitchen.
20. The organizer of this use will be charged for the use of The Kitchen and the professional staff’s time and must be paid in full three days prior to the event.
21. The organizer is responsible for cleaning The Kitchen after the event under the supervision of the professional staff.

**Reason for Policy:  To protect the health and safety of the FLC community.** To clarify appropriate uses of The Kitchen.

**Responsibilities:**

**For following policy:  Director and Staff of the Native American Center, Coordinator of El Centro, individuals and groups who are allowed to prepare food in The Kitchen.**

**For enforcement of policy:  Director of the Native American Center, Coordinator of El Centro.**

**For oversight of policy:  Director of Student Union & Facilities Scheduling,** Vice President for Student Affairs.

**For notification:** Policy Librarian

**For procedures implementing policy:  Director of the Native American Center, Coordinator of El Centro.**

**Definitions (Optional):**

**Procedures (Optional):**

**Cross-Referenced Policies (Optional):  Non-Campus Dining Services Food Policy**

**Consequences of Non-Compliance (optional):**