**The Cultural Kitchen Policy**

**Policy Title:** Diversity Collaborative Kitchen Policy

**Policy Summary: This policy defines three categories of food preparations in the Diversity Collaborative Kitchen and states restrictions to safeguard food safety.**

**Effective date:**Immediately.

**Policy Statement:**

The Diversity Collaborative 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, El Centro and the Gender and Sexuality Resource Center 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 three 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, El Centro or Gender and Sexuality Resource Center are allowed to use The Kitchen with prior approval. These groups include: AISES, AIBL, Dine Club, Native American Outdoor Club, Buffalo Council, Wanbli Ota, Black Student Union, Pueblo Alliance, Club del Centro, Pejuta Tipi Society, Club Ballet Folklorico de Durango, SACNAS (Society for the Advancement of Chicanos and Native Americans in Sciences), Prism and Feminist Voice. All groups must be Registered Student Organizations (RSO) and have completed all the requirements set forth by The Leadership Center to be registered before they can reserve the Kitchen for use.
9. Reservations must be made at least one week ahead of the event with NAC or El Centro (see “Procedures for Use of the Native American Center and Diversity Collaborative Kitchen”).
10. 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.
11. The group is responsible for cleaning The Kitchen after the event. Kitchen must be cleaned to conform to the Kitchen Checklist or risk losing Kitchen privileges.
12. Public Consumption Use
13. 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.
14. Only groups associated with NAC, El Centro or Gender and Sexuality Resource Center 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 Kitchen”).
15. Kitchen Food Safety 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. Kitchen Training is available by self-enrollment at the following link, <https://courses.fortlewis.edu/enroll/LM44FX> . A quiz score of 17 correct answers out of 20 is required to pass this part of the Training. In addition to viewing the film and completing the quiz, attendance at a Kitchen Tour Training is required. These will be offered twice a semester and dates and times will be posted in The Kitchen as well as the Centers themselves. Both portions of the Training must be completed and certified prior to reserving and using the Kitchen.
16. The group is responsible for cleaning The Kitchen after the event under the supervision of the professional staff. Kitchen must be cleaned to conform to the Kitchen Checklist or risk losing Kitchen privileges.

**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 of the Diversity Collaborative, individuals and groups who are allowed to prepare food in The Kitchen.**

**For enforcement of policy:  Director of the Diversity Collaborative**

**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 Diversity Collaborative**

**Definitions (Optional):**

**Procedures (Optional):**

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

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