



## Kirkland House Community Kitchen Kitchen Policy

The kitchen is open to Kirkland House residents only.

Any Kirkland House resident may use the kitchen during the following hours:

Monday through Thursday: 9am to 11pm

Friday: 9am to midnight

Saturday: 5pm to midnight

Sunday: 5pm to 11pm.

### Responsibilities & Penalties:

- 1.) If the key is signed out to you, you are responsible for what happens. It doesn't matter whether you did it or not.
- 2.) If anything is missing from the kitchen, or the previous user left a mess, you must report it on the checklist. Failure to report a missing item may result in your having to buy a replacement item.
- 3.) If you violate the kitchen rules, you will be banned from using the kitchen for whatever period of time the House finds appropriate. You may also be fined.

### Signing up to use the kitchen:

- 1.) You can reserve your spot in the kitchen by signing up on the online calendar, available on the Kirkland House website. Note that the "Grille" refers to the TV lounge immediately outside of the kitchen. In order to reserve the kitchen itself, you need to sign up on the "Kitchen" calendar.
- 2.) Only Kirkland residents can sign up for the kitchen.
- 3.) When you sign up for time in the kitchen, make sure to allocate enough time to locate everything you need, do any prep work, cook, and clean up afterwards. Give yourself more time than you need.

### Using the kitchen:

- 1.) When you are ready to use the kitchen, sign out the key from the guard office and pick up the orange binder.
- 2.) The key must be signed out to an individual Kirkland resident, not to a club or group.

### General rules:

- 1.) You must remain in the kitchen the entire time that you are using it. This means that you cannot watch TV or walk away to pick up your laundry, etc. You must actually, physically be in the kitchen at all times. If a tutor or guard comes by and sees something cooking or baking unattended, they have the right to turn off the stove or oven. They also have the right to close and lock the door.
- 2.) Never fry anything in more than  $\frac{1}{4}$  inch of oil or butter.
- 3.) Before cooking/baking, turn on the vent fan.
- 4.) You cannot leave anything in the refrigerator or freezer. It will be thrown away.
- 5.) Remember that the kitchen has supplies for cooking food, but not necessarily for serving it. If you're going to transport your food to an event, you'll have to figure out how to get it there, because none of the kitchen supplies can leave the kitchen.

Leaving the kitchen:

- 1.) Complete the kitchen checklist
- 2.) Drop off the checklist in Bryant's drop-box (L-31)
- 3.) Take the trash out and dump it in the green circular trashcan. Take the recycling out to the recycling bin.
- 4.) Return the binder and the key to the security desk.