



## Multicultural Center Kitchen Use Guidelines

1. Requirements for use:
  - a. Reservations for kitchen usage can only be made by a student organization or club officially registered with EWU's Student Activities, Involvement, and Leadership office.
  - b. Clubs/organizations are **NOT permitted to feed the general public** any food prepared in this kitchen. The *general public* is considered any person who is not a member of the club/organization.
    - i. Clubs/organizations cannot publicly advertise food for an event or meeting that is not prepared by a licensed kitchen or provided by an insured cater. Food prepared by EWU clubs/organizations do not meet these criteria. *Publicly advertising* includes the use of social media platforms.
    - ii. Publicly advertising food for a meeting or event where the food is prepared in the Multicultural Center is a violation of the Spokane Regional Health District policy.
    - iii. Any food prepared in the MC kitchen must be for club or organization members **ONLY**. Invitations including information about food should be kept private (i.e. not publicly posted).
  - c. Kitchen reservations can be made Monday-Friday between 4pm-close of the PUB during academic sessions.
    - i. Reservations cannot be made during weekends or academic breaks.
    - ii. The PUB hours are subject to change, be sure to check the current operating hours of the building.
    - iii. The center is only staffed from 9am-5pm.
2. When utilizing the kitchen:
  - a. The club/organization is responsible for bringing the necessary supplies for the preparation of food, including (but not limited to) cooking oil, butter, seasonings, and food storage containers. The MC only provides the cookware and appliances for reservation use.
3. Post use clean up:
  - a. **The club/organization is responsible for after-use clean up and must leave the kitchen space in a neat and sanitary condition.** Cleaning supplies will be provided by the MC and are located in the lower drawers to the right of the sink.

- i. All materials utilized including plates, cookware, and silverware, must be scrubbed thoroughly before being placed in the dishwasher. Only dishwasher safe items can be put in the dishwasher. Non-dishwasher safe items must be washed by hand.
  - ii. Dispose of all remaining food or pack all the leftover food and take it home. Any food stored in the MC fridge must be properly labeled. Food in the MC fridge is disposed of on Fridays.
  - iii. All countertops and eating surfaces need to be wiped down with Clorox wipes and the floor swept once the club/organization is done.
4. Failure to follow these guidelines will result in the club/organization losing their ability to reserve the Multicultural Center kitchen for the length of an academic quarter (approximately 10 weeks).

*When utilizing the Multicultural Center (MC) kitchen, all members of the reserving organization must follow these guidelines. If you have any questions or concerns before your reservation, please reach out to [mcc@ewu.edu](mailto:mcc@ewu.edu).*