



Schultz Kitchen Usage Policy

1. The kitchen space located in Schultz Banquet Hall is now the fulltime location of our Catering and Bakery operation due to which kitchen use may be denied based on catering needs on campus.
2. Requests to use the space must be submitted 14 days prior to the date of use. Requests must be submitted to John Beers at beers-john@aramark.com
3. Any group requesting to use the space must also provide a department code or a payment method in case any charges are incurred.
4. Any group requesting to utilize the kitchen must meet with the Catering team in advance for food safety and kitchen use training.
5. Any person working in the kitchen must follow food and personal safety procedures. Use of hair nets, gloves and hand washing is mandatory.
6. No more than 5 people will be permitted to work in the kitchen at any given time.
7. There must be an Aramark employee to supervise the kitchen. If the hours requested fall outside of the scheduled hours the following applies. We will charge at the rate of \$20.00 per hour for each hour we have to bring someone in to supervise. The kitchen will be locked and there will be no access when the group is done preparing and setting up the food unless they are paying the supervisory person to stay while they hold the event and clean up afterward.
8. The groups must bring their own food and beverages, none will be provided by Aramark unless purchased through the catering department.
9. If the group is using the grills, stoves, fryers and is not comfortable or capable of cleaning them properly we will clean them for a \$25.00 charge.
10. If the group chooses to let Aramark clean up the chafers, utensils and dispose of leftover food products at the end of the event, there will be a \$50.00 charge.