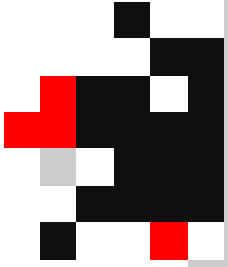




Procedures for scheduling the Longhouse kitchen

1. Contact Space Scheduling (spacescheduling@evergreen.edu) to set-up a tentative reservation. The scheduling of the kitchen will be prioritized the same as Longhouse classrooms. This means the kitchen can only be scheduled by quarter (no advance scheduling unless approved by Space Scheduling) and preference will be given to groups in the same order as classrooms: 1) Native American academic & public service programs; 2) academic programs; 3) Events deemed high priority for scheduling by VP's and all other events.
2. Contact Facilities Work Request (facilities@evergreen.edu) to submit a work order to schedule the Longhouse kitchen and provide a budget number so the work order can be processed. There is a \$50 non-refundable per use/day fee to use the Longhouse kitchen. When the work order notification is issued to Space Scheduling, we will confirm your reservation. **Failure to submit a work order will result in a cancellation of your reservation for the kitchen without further notice.**
3. The kitchen key can be checked out 24 hours prior to the beginning of your event and must be turned in within 24 hours following the end of your event (a drop box in the Longhouse will be provided for after hours/weekend returns). If the key is not returned within this 24 hour time frame, your account will be charged a \$50 late fee for each 24 hour period (or portion thereof) with a \$50.00 minimum until the key is returned. The kitchen key is available at Key Issues in the Facilities Office in Lab II 1254. Please bring a copy of work order and space confirmation (along with photo identification) when you visit the key shop to check out the key.
4. The kitchen is to be left in clean and useable condition when your event ends. We have posted "Use and Cleaning Guidelines" near the door in the kitchen. If you arrive and find the kitchen in any condition other than clean and useable, report it immediately (within the first 30 minutes of your reservation) to the Space Management office at x5313. Failure to report an issue within this period will indicate to us that the space was clean and useable upon your arrival. If the kitchen is left not cleaned, we will charge an additional fee to the user's budget which will be equal to the cost of staff overtime to clean the facility. If misuse of kitchen equipment occurs, you will be responsible for the full cost of repairs.



Longhouse Kitchen Cleaning Guidelines

- 1. It always good to do some initial sanitizing by wiping down countertops prior to preparing or serving food. Cleaning supplies are provided under the sink.**
- 2. If you decide to use the stove/oven, please make sure to turn on fume hood. The switch is located right above stove.**
- 3. Please make sure stove/oven and fume hoods are turned OFF once you are finished using them.**
- 4. When finished, please remove all food from cabinets, countertops, and refrigerator.**
- 5. Please empty garbage and replace liners in all containers (also located under sink). The garbage can be put in the large dumpster near the parking area at the rear of building.**
- 6. Please wipe down all countertops and stainless steel surfaces.**
- 7. Please wash and remove all dishes from kitchen sinks.**
- 8. Please sweep and mop floors. Both a broom and mop are located in kitchen.**
- 9. Please turn off lights, lock door and return key to Key shop. If using the kitchen after hours or on weekend, please drop key off in drop box located in Longhouse welcome hall.**