

Paul Robeson Cultural Center Kitchen Use Guidelines

◆ **Policies regarding use of Kitchen in Heritage Hall**

The use of the kitchen in the Robeson Center's Heritage Hall assumes that food will be served during a program or function. The use of the kitchen and serving food is predicated by certain standards. The following information contains the standards that the staff of the Paul Robeson Cultural Center and the Hetzel Union Building expects in its use. Failure to adhere to the following standards and/or expectations may result in suspension of privileges in the kitchen or other space in the Cultural Center. Any questions or concerns may be directed to:

Mr. Lawrence Young, Director of the Paul Robeson Cultural Center
Mr. Michael D. Hannon, Asst. Director of the Paul Robeson Cultural Center
Dr. Magdy Taha, Evening & Facilities Manager of the Paul Robeson Cultural Center

➤ **Section 1.0-Reserving Kitchen in Heritage Hall**

Penn State University registered student organizations, academic, and/or administrative units may reserve the kitchen in Heritage Hall by:

1. **filling out a 'Penn State University Request for Space' form in its entirety (front & back of form), indicating that the group intends to use the Heritage Hall kitchen, and turning it in to either HUB-Robeson Events Management in room 125 or in the Paul Robeson Cultural Center on the ground floor, both in the HUB-Robeson Center.**

➤ **Section 1.1-Serving food during programs**

All food provided for meetings or programs in the HUB-Robeson Center must be registered with the Events Management office. There is a \$10.00 surcharge when food/beverage is brought or served in the HUB-Robeson Center.

➤ **Section 1.2-Billing for use of kitchen**

Any organization within the Penn State University community who wishes to use the kitchen in Heritage Hall is subject to and may be billed for its use. For a schedule of fees for the kitchen, please see any of the senior staff of the Paul Robeson Cultural Center or the HUB-Robeson Events Management Staff in room 125.

➤ **Section 1.3-Food serving protocol for kitchen**

The kitchen in Heritage Hall is to be used for very specific reasons. Please notice the following guidelines.

- **The kitchen is not a large-scale preparation kitchen. For clients it should be used for small and simple dishes (i.e., a pot of collard greens to serve a small group)**
- **The kitchen strictly prohibits overnight food preparation**
- **The kitchen is not a long-term food storage space. The food prepared for a particular program should either be eaten in its entirety or disposed at the conclusion of the program**

➤ **Section 1.4-Responsibility of organization for cleanup in kitchen**

The reserved space must be left the way it was found. All food and drink must be removed or placed into the trash containers provided. Failure to do so may result in additional charges to your organization for cleanup.