

Kitchen User Responsibilities

1. Do NOT remove any utensils, pots, pans, appliances, etc. from the kitchen.
Otherwise, you will be fined.
2. Wash, dry, and put ALL kitchen items back in their designated place.
3. If you are leaving behind any spices/ingredients, place them on the appropriately labeled shelf in the spice cabinet.
4. Clean and wipe down the table, stove (*make sure it is cool first*), and all countertops.
5. **You MUST sweep and mop the floor—this is non-negotiable.**
6. **You MUST take the trash to the Trash Room outside the Morse Library and replace the trash bag in the trash can—this too is non-negotiable.**
7. If you are done early, let a Kitchen Aide know so they can lock up as soon as you are done.
8. **You must leave the kitchen cleaned according to the above rules at the end of your reservation—no exceptions.** Requests for reservation extensions must be made via email at least 48 hours in advance of the reservation.
9. Failure to comply with these rules may lead to revocation of kitchen privileges.
10. It is the kitchen aides' prerogative to change these rules when they deem it necessary.

Storing Food in the Refrigerator

1. **NO PERISHABLES ALLOWED.**
2. If you would like to leave ingredients in the fridge **BEFORE** your requested kitchen time, you must notify a Kitchen Aide so they can let you into the kitchen.
3. You cannot leave leftover food or produce in the fridge **AFTER** you use the kitchen.
4. You are allowed to leave behind, juices, sodas, and other such items. However, whatever you leave must be labeled with today's date and is up for grabs for anyone else using the kitchen.
5. Failure to comply with these rules may lead to revocation of kitchen privileges.
6. It is the kitchen aides' prerogative to change these rules when they deem it necessary.