



The kitchen is open to Kirkland House residents, tutors, and resident affiliates only.

Any Kirkland House resident may use the kitchen during the following hours:

***Monday through Friday (Weekdays): 9am to midnight**

*** Saturday and Sunday (Weekends): 4pm-midnight**

You can sign up to use the kitchen in advance using the Google calendar on the Kirkland website.

Responsibilities & Penalties:

- 1.) If the key is signed out to you, you are responsible for what happens.
- 2.) The same person who signed up to use the kitchen on the Google calendar should also be the one to sign the key/binder out at the guard's office.
- 3.) You must complete a checklist and send photos of the kitchen to the kitchen manager each time you use it.
- 4.) If you notice anything is missing from the kitchen, or if the previous user left a mess, please report it to the kitchen manager.
- 5.) If you violate the kitchen rules, you will be banned from using the kitchen for whatever period of time the House finds appropriate.

Signing up to use the kitchen:

- 1.) You can reserve your spot in the kitchen by signing up on the online calendar, on the Kirkland website. Note that the "Grille" refers to the TV lounge immediately outside of the kitchen. In order to reserve the kitchen itself, you need to sign up on the "Kitchen" calendar.
- 2.) Only Kirkland residents can sign up for the kitchen.
- 3.) When you sign up for time in the kitchen, make sure to allocate enough time to locate everything you need, do any prep work, cook, and clean up afterwards. Give yourself more time than you think you need.

Using the kitchen:

- 1.) When you are ready to use the kitchen, sign out the key from the guard office and pick up the binder.
- 2.) You must remain in the kitchen the entire time that you are using it.
- 3.) Never fry anything in more than ¼ inch of oil or butter.
- 4.) Before cooking/baking, turn on the vent fan.
- 5.) NO fruits or vegetables in the fridge/freezer.

You must label any other food you leave in the fridge/freezer with your name and date. Unlabeled food is considered public property.

- 6.) Remember that the kitchen has supplies for cooking food, but not necessarily for serving it. **None** of the kitchen supplies can leave the kitchen.

Leaving the kitchen:

- 1.) Before you leave, take a picture of the kitchen with sinks and counters visible. Email pictures to korizorina@gmail.com along with your name and the date/time when you used the kitchen.
- 2.) Turn off the exhaust fan
- 3.) Take compostable waste (i.e. food waste) to the tray conveyor belt in the dining hall **every time you use the kitchen**. Take out the trash and dump it the green circular trash bins outside when it is full. Take the recycling to the recycling bin.
- 4.) Return the binder and the key to the security desk.
- 5.) Don't forget to fill out the checklist on Google forms.