



Student Kitchen Use Request Form

University Student Groups can use Binghamton University Dining Services' kitchen spaces for their events! The safety of your group and guests is our top priority; please review the following food safety guidelines and instructions for planning your event and submitting this form. We look forward to assisting you.

1. Submit this completed form to Binghamton University Dining Services (BUDS) as indicated below **at least 20 business days prior to the date of your event**.
2. BUDS will contact you to confirm if your request is approved; if approved, a meeting will be scheduled to discuss the details of your event.
3. Use of our kitchens is available based on business needs and is subject to change. During major University events or non-academic periods, kitchens may not be available. BUDS reserves the right to schedule kitchen use.
4. All proteins, dairy or other TCS (Time/Temperature Control for Safety) food **MUST** be purchased through BUDS at least 10 business days prior to the event. Food must be served in Old Union Hall, Mandela or in the Union Building.
5. The kitchen use schedule will be confirmed and communicated to your group 5 business days prior to the event.
6. Your group is required to adhere to all time frames outlined in the catering contract.
7. All group members must be Binghamton University students and only one group may use the kitchen at a time.
8. Up to eight students are allowed to be in the kitchen at a time.
9. Prepared food items may not be sold at the event.
10. While preparing food in a BUDS facility, all temperatures must be recorded on a HACCP log. The attending supervisor will review this process with you and provide guidance.
11. When preparing food for a next-day event, all cooked food must be chilled rapidly in accordance with HACCP guidelines and stored in shallow disposable pans.
12. When using a knife, a cut-resistant glove must be worn. BUDS will provide the glove, and the attending supervisor will explain proper knife/glove usage.
13. The uniform policy requires that closed-toe shoes be worn at all times. Tank tops, shorts and jewelry are not permitted, and hair must be properly restrained with a hair net.
14. All kitchen areas used by the group must be cleaned to the standards set by the attending supervisor. This includes washing dishes, pots and pans, cleaning counters, trash removal, sweeping floors and other related tasks.
15. A kitchen supervision fee of \$50.00 per hour is required for oversight by a BUDS staff member, along with a one-time floor cleaning charge of \$195.00. Additional charges may be applied to the organization's bill for any supplies used, including disposable pans, Sternos and similar items.

Name of Student Organization: _____

Name of event/Date/Time: _____

Today's Date: _____

Contact Information:

Name of student in charge of event: _____

Student's Email: _____

Student's Phone Number: _____

Please return completed form to Binghamton University Dining Services Catering Department

located in University Union Room 116F, at least 20 business days prior to your event date.

If you have questions, please call 607-777-2925 or email BinghamtonCatering.USA@Sodexo.com