

**UCR Student Recreation Center  
Kitchen Reservation Policies**

1. All reservation requests must be submitted a minimum of 30 days in advance to, Manager-Facility Scheduling/Recreation Activity Classes.
2. Submission of a request does not guarantee confirmation of the facility.
3. Reservations will be approved based on availability of the facility, staff and type of program/activity.
4. The space can be reserved for meetings and cooking classes.
5. If the space is requested for a **meeting only**, rental and staffing fees will apply.
6. Only SRC instructional chef may conduct cooking classes/demos with the exception of SRC Chef approved collaborations.
7. If the space is requested for a **cooking class/demo**, the following rental and staffing fee structure will apply:
  - a. Health and Wellness Services Units
    - i. Collaborations with Health and Wellness Services Units must be initiated by the Health and Wellness Services Unit – The Health & Wellness Services Unit must initiate the contact with Recreation regarding an event.
    - ii. All administrative work must be conducted between the Health & Wellness Services Unit and Recreation – The Health & Wellness Services Unit must submit the necessary Facility Reservation Request form.
    - iii. The Health & Wellness Services Unit must be the primary contact for all coordination, planning and logistics conversations and meetings.
    - iv. No facility rental fees will be charged and Recreation will provide the Chef services and use of cooking equipment at no charge.
    - v. The requesting Health and Wellness Services Units will be responsible for purchasing food needed for the cooking class, after consultation with the SRC Chef.

- b. Other campus departments/programs
    - i. Facility rental fee of \$100 per hour and Chef Service fee of \$150 per hour will be charged. Facility rental fees will be applicable for the duration of time the room is reserved, including preparation/clean up times. Groups are also responsible for the Chef fees for the hours needed to prepare for the program.
    - ii. The requestor is responsible to purchase food to be used for the cooking class, after consultation with the SRC Chef.
  - c. UCR registered student organizations
    - i. No rental fee but a charge of \$150 per hour for SRC Chef and use of kitchen equipment.
    - ii. The RSO is responsible to purchase food needed for cooking class after consultation with the Chef.
8. Each group is responsible for all the equipment in the room. If there is any equipment missing or damaged, the group reserving the facility will be responsible for all costs associated in replacing or repairing the equipment.
9. Each group will be responsible for cleaning up their own materials/equipment.
10. For cooking classes and demonstrations, a \$250.00 fee will be applied for cleaning/sanitizing of SRC kitchen equipment as prescribed by EH&S and Industry standard codes. This fee is waived for the Health and Wellness Services units.