



**UCR Student Recreation Center
Kitchen Reservation Policies**

1. Submit all reservation requests a minimum of 30 days in advance to Rose Edmonds – Manager of 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 or culinary related activities.
5. If the space is requested for a **meeting only**, rental and staffing fees will apply.
 - a. A meeting only staffing fee of \$24 per staff member per hour will be charged.
6. Only SRC instructional chefs may conduct cooking classes/demos with the exception of SRC Chef approved collaborations.
7. If the space is requested for a **cooking class or demonstration**, the following rental and staffing fee structure will apply:
 - a. Campus departments/programs
 - i. A facility rental fee of \$115 per hour and a Chef Service fee of \$173 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 including any time spent shopping.
 - ii. Staffing fee of \$24 per staff member, per hour will be charged and is applicable for the duration of the demonstration, including preparation and clean-up.
 - iii. After consultation with the SRC Chef, the requester is responsible for providing funds for or purchasing food for the cooking class.
 - b. UCR registered student organizations (RSO)
 - i. No rental fee but a charge of \$173 per hour for SRC Chef and use of kitchen equipment.



- ii. Staffing fee of \$24 per staff member per hour will be charged and is applicable for the duration of the demonstration, including preparation and clean-up.
 - iii. The RSO is responsible for purchasing or providing funds for the ingredients needed for the cooking class, after consultation with the SRC Chef.
- 8. For a virtual cooking demonstration request, the following fee structure will apply:
 - a. For RSO's and campus department/programs a chef Service fee of \$173 per hour will be charged. Fees will be applicable for the duration of the demonstration, including any preparation time.
 - b. Staffing fee of \$24 per staff member, per hour, will be charged and is applicable for the duration of the demonstration, including preparation and cleaning.
 - c. The requestor is responsible for providing funds for the ingredients to be used for the cooking demonstration, after consultation with the SRC Chef.
- 9. All virtual demonstration requests must also be submitted a minimum of 30 days in advance via online request form at <https://recreation.ucr.edu/cooking-well>.
- 10. For all kitchen reservations, a staffing fee of \$24 per staff member, per hour, will be charged and is applicable for the duration of time the room is reserved, including preparation and clean-up.
- 11. 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.
- 12. Each group will be responsible for cleaning up their own materials/equipment.
- 13. For all cooking classes and demonstrations, including virtual, a \$288.00 fee will be applied for cleaning/sanitizing of SRC kitchen equipment as prescribed by EH&S and Industry standard codes.