

Dining and Summer Conference Facilities Use Agreement for Student Organizations of UWSP

Dining and Summer Conferences (DSC) will allow Student Organizations to use the Dreyfus University Center kitchen facilities for Student Organization fund raising efforts as long as the following criteria are met.

The DeBot Center kitchen facilities are no longer available. If you would like to provide us with your recipes, we would be happy to prepare your items using the DeBot facilities. Please contact the DSC culinary department with the recipes and be advised you will be charged market prices for these products.

These criteria are NOT negotiable and are in place for the safety of all parties involved.

- A request to use the DUC kitchen facilities will be completed on the Dining and Summer Conference webpage under the Student Organization tab and submitted a *minimum of three weeks in advance* of the event.
- Student Organization will pay for appropriate number of DSC food service workers to provide food preparation supervision for the event. The appropriate number and schedule will be determined a *minimum of two weeks in advance* of the event by the Executive Chef and the hourly rate will be \$20.00 per DSC employee. If additional student catering staff is needed, a direct charge for those labor hours will be calculated by the Catering Manager and added to the bill.
- Student Organization will pay for a Dreyfus University Center building supervisor to be on hand whenever the Student Organization is in the DUC when the building is not officially open. The hourly rate will be \$25.00. The building manager will allow access only to the areas of the DUC that are appropriate for the service of the event. DSC staff only has access to the DUC kitchen facilities.
- DSC will sell food product to the Student Organization at cost. A finalized food order must be turned in to the Executive Chef *7 business days in advance* of the event to guarantee availability of food products.
- Depending on DSC business demands the schedule and timing of Student Organization pre-event preparation may vary.
- Student Organization will pay a service fee to DSC per Student Organization member in the DSC kitchen. This fee will cover towels, aprons, hair net, chemicals and other incidental expenses that are currently being absorbed by DSC. The service fee per Student Organization member will be \$2.00 per day. The Student Organization will provide DSC with the number/names of members to be in the kitchen the day of the event.
- Student Organization members will be dressed appropriately in pants, footwear—no sandals or heels, shoe must be closed, no gum/chewing tobacco, no nail polish, hair nets must be worn by

all. Student Organization members not dressed appropriately will not be allowed in the DUC kitchen by DSC staff.

- Communication with the DSC staff is ESSENTIAL for the success of the Student Organization event and the continuation of this program. UWSP is the ONLY campus in the UW system that allows Student Organizations access to their kitchen facilities. We understand the traditions on the UWSP campus and will do what we can to carry those traditions on, but we need the assistance and full cooperation of every Student Organization using the DSC kitchen facilities.
- Voluntary use of UWSP kitchens involves risk and activities that may cause injury. Participants assume the risk of injury and accept full legal and financial responsibility. Participants agree to release and hold harmless the University of Wisconsin-Stevens Point, the Board of Regents of the University of Wisconsin System, their respective officers, employees, and agents from liability resulting from, or related to participation which do not arise out of the negligent acts or omissions of an officer, employee, or agent of the University while acting within the scope of their employment or agency. Participants agree to grant the University, its employees, agents and representatives the authority to act in any attempt to safeguard and preserve their health or safety. UWSP provides no accident, health or other insurance coverage to participants. Personal accident and health insurance is recommended. Individuals agree to conform to all applicable policies, rules, regulations and standards of conduct as established by the University. Participation in this program may be terminated by the University with no refund of fees if one fails to maintain acceptable standards of conduct.

I recognize and agree to the aforementioned terms.

Name of Student Organization: _____

Preparation dates/Event date: _____

Printed Name of Student Organizer : _____

Student Organizer Signature & phone number:

Student Organization Advisor Signature: _____

Date of Signature: _____

DSC Signature /date: _____