



BEAUFORT

COUNTY COMMUNITY COLLEGE

Request Use of Culinary Lab Form

Approved BCCC Campus Organizations may complete this form and request use of the Culinary Lab for fundraising events. Please be aware the Culinary Lab observes and adheres to regulations set forth by the Beaufort County Health Department. Many of these regulations drive the conditions listed in this form.

Campus Organizations/Advisors will be required to adhere to the following conditions when requesting use of the culinary lab for fundraising events:

- 1) Submit an Application for Non-Profit Status/Beaufort County Health Department Form to the Director of HRD & Workforce Initiatives or the Director of Personal Enrichment & BCCC Centers two weeks in advance of the event (email for a copy). The Application for Non-Profit Status should be attached to this form. BCCC is limited to two (2) consecutive days per month when foods are being prepared and sold to the general public for fund-raising purposes by Campus Organizations. Please consider the following while completing the application:
 - a. Tax ID Number can be left blank
 - b. Name of the Applicant/Operator is BCCC
 - c. Responsible Person is the Club Advisor
 - d. Form must be signed by the Campus Organization Contact/Advisor and the supervising Vice President.
- 2) Meet with Director of HRD & Workforce Initiatives or the Director of Personal Enrichment & BCCC Centers one week prior to their event to review use of stove/oven/microwave and how to properly sanitize and clean all work surfaces. The Campus Organization Contact/Advisor will be shown how to turn on/off the ventilation fan system – as it must be on when pilot lights are lighted.
- 3) Bring own supplies such as pots, pans, mixing bowls, serving dishes/utensils, cooking utensils, cutting boards, knives, paper products, storage containers, etc.
- 4) Bring own consumable products such as spices, flour, milk, etc.
- 5) Procure an alternate source for refrigeration/freezer space. This condition is pending availability of the refrigerator/freezer in the culinary lab. These appliances in the culinary lab may be unavailable for use due to scheduling conflicts resulting from continuing education classes.

- 6) Access to stove tops, ovens, and the microwave is provided. Stove tops, ovens, and microwaves must be cleaned prior to leaving with a restaurant grade cleaner such as Oven, Grill & Fryer Cleaner from Sam's Club.
- 7) Sanitize all work surfaces before leaving along with sweeping and mopping the floor. Work surfaces include prep tables, prep sinks, wash sink, and classroom tables and chairs. The Campus Organization Contact/Advisor will communicate with the Custodian Coordinator and/or the Building 8 Custodian to have access to custodial supplies (mops, buckets, etc.).
 - a. Sanitizing is required by NC Food Code to avoid any possible cross contamination between usages.
 - b. Restaurant grade sanitizer such as Proforce Sanitizer from Sam's Club should be used. It is a concentrate, so it must be diluted per bottle instructions.
- 8) Supply own dish washing liquid, hand towels, and dish rags for washing of dishes.
- 9) Supply trash bags for collecting of waste. Waste must be placed in the dumpster located in the Building 8 parking lot prior to leaving.
- 10) Ensure gas lines are turned off and pilot lights extinguished at each of three cooking stations prior to leaving.
- 11) If equipment is damaged or destroyed, the BCCC Campus Organization takes full responsibility for repair or replacement.
- 12) Classes and instructor prep time will have priority use of the Culinary Lab. Event times may have to be changed and/or rescheduled if there is a conflict.
- 13) Campus Organization Contact/Advisor must be present in the culinary lab during the duration of the fundraising activity.
- 14) Campus Organization will be invoiced \$30 fee to cover cost of Oven, Grill & Fryer Cleaner, Proforce Sanitizer for counter tops, and the cost of utilities required to operate lab equipment.
- 15) Campus Organization will be required to procure a continuing education ServSafe® certified instructor to assist in the culinary lab with equipment, proper sanitation, and clean-up. Continuing Education will provide the Campus Organization a list of ServSafe® certified instructors. The Campus Organization will be expected to reimburse Continuing Education at the instructor's normal hourly rate.

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Failure to comply may result in the Campus Organization not being allowed to utilize the Culinary Lab for future events.

Campus Organization Contact/Advisor Signature

Date

Supervising Vice President

Date

Director of HRD & Workforce Initiatives OR
Director of Personal Enrichment & BCCC Centers

Date

Vice President of Continuing Education

Date

