

# *Pacific Cultural Center*

## **KITCHEN RENTAL GUIDELINES**

1. **Non-Exclusive Usage** - Be aware that you will not have exclusive use of the kitchen and that PCC staff members may concurrently use the kitchen for the preparation of meals.
2. **Counter Space** - PCC staff members will use the tile counter space when in the kitchen; please limit your space to the stainless steel portions of the counter.
3. **Cookware & Utensils** - Renters are required to bring their own pots, pans, plates, bowls, cups, and utensils etc. The PCC cookware is not available for use.
4. **Sinks** - Renters may use the sinks at the end of the kitchen (closest to the door). Please refrain from using the sink or dish drains under the window, as it is reserved exclusively for PCC staff.
5. **Refrigerator** – Items may be stored on the very bottom shelf of the refrigerator. If more space is needed, please check with PCC staff first. Likewise, if you wish to leave extra food behind after your event, please check with PCC staff first.
6. **Clean Up** - Thorough clean up is expected of renters. This means:
  - Stove top is wiped down and free of any debris
  - Any spills are spot cleaned as needed
  - Counters are wiped down
  - Sinks are cleaned out and drains are emptied of any debris
  - Recycling items are rinsed and put into the white recycling bin (\*note: NO contaminated items may be placed into recycling, they must be rinsed clean first)
  - Compost is disposed of in the white compost bucket under the PCC resident sink (under the kitchen window). The following items should NOT be disposed of in the compost:
    1. Food items with stickers (stickers must be removed first)
    2. Paper products (even if it says “compostable” it should not be composted)
    3. Wire ties
    4. Whole foods (i.e. whole onions, bananas, oranges etc. These foods must be cut up into smaller pieces before disposal)

**Thanks for your cooperation! :)**