

FORM C - ALLENWOOD EVENT USAGE POLICIES AND PROCEDURES

Dining Room

- The layout of the dining room must be returned to its original layout at the conclusion of the event.
- Nothing is to be tacked, hung, stuck, nailed, etc. on the walls.
- Do not stand on chairs or tables.
- Do not sit on tabletops.
- No alcohol may be consumed in the Allenwood facility.
- Outside food and beverage must obtain prior approval by the HOSP Chairperson.
- All groups are responsible for cleaning up the dining room facility upon completion of use.
 - Dispose of all trash in provided trash cans.
 - Wipe tables with mild detergent and water.
- Report any spills or breakage to HOSP faculty immediately.
- Access to kitchen facilities is restricted to approved personnel only.

Kitchen

- One individual must show proof of ServSafe certification.
- Groups must followed department receiving, storage, and food preparation techniques.
- Groups must abide by the Allenwood uniform requirements:
 - Hat
 - Non-slip shoes
 - Black pants
 - White t-shirt
- All food handlers must follow proper hand washing techniques.
- All individuals must be trained on equipment use.

Groups must have arranged for an HOSP Faculty member to be present for any event held in the Allenwood.

I have read and understood the Allenwood policies and procedures.

Print Name _____

Signature _____ **Date** _____