

KITCHEN USE POLICY
ULYSSES PHILOMATHIC LIBRARY

The Ulysses Philomathic Library's kitchen is available to patrons who are using the Melvin Community Room as well as all staff and volunteers. We ask that all users please follow these guidelines:

- Please label all items put into the refrigerator with user's name and date.
- No utensils, supplies or food should be left on the counter after use. Everything should be put away after use.
- Cleaning the kitchen is the responsibility of those who use it and is to be done promptly after use.
- The cupboard in the center of the kitchen marked "program" is reserved exclusively for supplies needed for the Speaker Series programs.

The Director will assign someone to check the kitchen monthly to ensure cleanliness. Unlabeled or spoiled food may be discarded without notice.

Persons or groups who do not comply by cleaning up after themselves may have their kitchen privileges revoked.

First approved by Board of Trustees 11/18/08

Approved as amended by Board of Trustees 06/17/14

Last reviewed by Policy Committee 05/05/14