

Housing, Residence Life and Dining Services
Grill 44 Reservations and Usage - Standard Operating Procedures

A. Purpose

To define the use of Golden Bear Plaza and Grill 44 by Student Clubs, Organizations and/or Campus Departments

B. Scope

These procedures apply to all Student Clubs, Organizations and/or Campus Departments requesting the use of Golden Bear Plaza and Grill 44 area for campus events.

C. Definitions

The Class of 44' grills are University property and must be used under the following provisions:

- Reservations for Golden Bear Plaza/Grill 44 must be submitted through the EMS system and approved by the Conference and Event Services office, Catering office and Public Safety.
- Reservations should be submitted at least 2 weeks in advance to allow for adequate planning for use of the grills.
- Contact the catering department at catering@kutztown.edu or 610-683-4680 with your event details. You can order full-service catering, casual catering or just a grill setup if the group plans to do the grilling themselves.
 - Grill setup reservations will require a \$150 deposit from the club/organization or campus department. A KU or KUSI PO number will be required for the deposit and provided to the catering department prior to your event. A setup, take down and propane fee of \$75 will be charged against the deposit for use of the grill. The remainder of the deposit will be charged if the grill is damaged or not cleaned properly at the time of take-down. Additional fees may be charged based on timeframes extending over 3 hours.
 - Student clubs or organizations and campus department contact must be present when the grill is scheduled to be setup and take down.
 - Catering will explain usage and food safety procedures to the assigned event representative at time of setup.
 - All food items must be purchased through the catering department unless noted below.
 - Hamburgers and Hot Dogs
 - Rolls
 - Condiments
 - Prepackaged snack items
 - Pepsi Products
- Combustible materials may not be within 15 ft of the grills.
- A means of contacting KU Public Safety must be available and accessible to the onsite event planner
- Planned grill use for official University clubs, organizations and/or departments shall be registered with the Office of Environmental Health and Safety at time of location reservation.

D. Effective Date: January 2, 2024

E. Approved By: Desiree Reasoner – Executive Director of Housing, Residence Life and Dining