RECREATION & WELLBEING
UNIVERSITY OF WISCONSIN-MADISON

Wolf Teaching Kitchen (WTK)
Rental and Room Use Policies

Recreation & Wellbeing (Rec Well) offers a unique opportunity for student groups and university departments to host cooking events in the WTK located within Bakke Recreation & Wellbeing Center. The space features a Wolf gas cooktop with six burners, two commercial ovens, two Wolf microwaves, a cooler, a freezer, and up to six induction cooktops, along with a growing collection of cooking supplies and equipment. The room is ideal for people to gather and dine together. If your group plans on cooking as part of the event, we ask no more than 12 attendees prepare food at one time. All kitchen requests must complete the Rec Well reservation request at least **six weeks** in advance of the desired event date. Requests fall into two categories, a room rental or private cooking event.

- Room Rentals:
  - Groups that want to prepare food on their own while renting the room must complete the Temporary Food Event Permit form following confirmation of the rental request.
  - At a minimum, fees for renting the kitchen include an hourly room rate and at least one hourly WTK staff rate. Visit the website link above for pricing details.
  - Events broadly marketed must be for UW-Madison students and affiliates only.
- Private Cooking Event:
  - At a minimum, fees for private cooking events include an hourly room rate, two hourly WTK staff rate, and food costs + a $5 pantry fee for items on hand in the kitchen.
  - Cooking events can last from 60 minutes or up to two hours of demonstration and/or hands on cooking.

Groups that violate policies of the WTK are subject to losing privilege of using the teaching kitchen in the future.

Room Use

- WTK is not permitted to be used as a lunch or break room by staff or visitors.
- The kitchen is a closed space, and access will be granted at the time of rental by Rec Well staff. If you'd like to schedule a drop-off prior to the event start time, it must be included in the rental request details.
- Personal items for the event host and event participants are encouraged to scan in at the turnstiles to use a day use locker to store personal items. Rec

Well staff can provide instructions on how to use a day use locker, if needed. If not using lockers, items may be stored out of the way in the kitchen.
- **The kitchen storage room may only be accessed by Rec Well staff.**
- Kitchen staff will direct and lead cleaning efforts throughout and at the end of events. The room should be left in the condition it was upon arrival.

Safety Guidelines

- There are two handwashing sinks (left and right sides) and one food sink (middle). Handwashing may only be done in the handwashing sink. The food sink may be used for washing and cleaning food and equipment.
- The kitchen is to be used to make food that will be served and consumed in the kitchen and is not to be used for catering events in other spaces, catering prep, or making food that will be served outside of the kitchen.
- Kitchen staff have authority to make decisions about food preparation during an event if potential risk becomes apparent.

Food
- Food ingredients can be purchased through the teaching kitchen or in a way that is approved via the Temporary Food Event Permit form.
- Participants must follow safe food practices as directed by kitchen staff.
- Work with the kitchen staff when cleaning up for how to store extra or leftover food.

Equipment
- Access to all kitchen equipment and supplies is granted during the rental. Kitchen staff will help in identifying and storing equipment throughout the room rental. If you have questions about availability of specialty equipment or plans to bring in your own equipment, include that in rental request details.
- Kitchen supplies and equipment is not permitted to leave the kitchen.
- The kitchen is equipped with flatware and dinnerware for up to 12 people (dinner plate, salad plate, bowls, mugs, and drinking glasses).
- You may bring your own Tupperware, disposable plates, or plastic utensils.

Accommodation Requests
We are committed to offering inclusive and accessible programs. If you need a reasonable accommodation to participate in one of our programs, attend an event, or use our facilities, please contact us at (608) 262-0297 or accommodations@recwell.wisc.edu. All reasonable accommodation requests should be made **at least 10 business days** in advance. We will attempt to fulfill requests made after this date but cannot guarantee they will be met.

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Cancellation Policy
Event cancellations must be submitted **one full week prior** to the event. To cancel your event, email events@recwell.wisc.edu with your name, the reserving group's name, and the reason why you wish to cancel. Shortly after, you will receive an email acknowledging your cancellation for no cost. Groups attempting to cancel less than one week in advance will be responsible for any food costs and staffing charges that would have accrued and may be subject to partial or full payment for their event.

Late/No Show Policy
If a group is running late to a scheduled Rental or Private cooking event the group must email nutrition@recwell.wisc.edu or call the facility as early as possible. If a group arrives >15 minutes late with no communication, the event will be considered canceled, and fees will be applied based on the signed contract.

For questions on any kitchen related items or to schedule a time to visit the space, email nutrition@recwell.wisc.edu.