

Kitchen Co-op Information Packet & Rental Agreement

Thank you for booking the Pacific Kitchen Co-op! Please review the information below in preparation for your reservation.

Agreement

By reviewing this document and signing your name at the end of the [Kitchen Co-op quiz](#) (required to make a reservation), you agree to adhere to all policies listed.

Reservations

Frequency

There is no limit to the number of reservations a Pacifican can make at the Kitchen Co-op. Reservations must be made at least 5 business days in advance.

Cancellation

To cancel a reservation, reply to your confirmation email from sustainingpacific@pacific.edu. To reschedule, submit another reservation request through the reservation calendar.

Check In

Keys for the Kitchen Co-op need to be picked up from the Sustainability Office within 2 business days of your reservation. The keys include an access card to Calaveras Hall and a key to the cabinets so you can access the kitchen items.

Instructions for Getting to the Sustainability Office

The Sustainability Office is located in the Physical Plant Building at 1050 Brookside Road, right next to Calaveras Hall. The door for Physical Plant is by Mail Services and next to a black bench. Enter through the door that says "Physical Plant" and then walk up the stairs to the loft. A staff member in the loft will check the keys out to you.

Fall 2025 hours are: Mondays 8-10 a.m. and 1-3 p.m.; Tuesdays 2-4:30 p.m.; Wednesdays 1-4 p.m.; Thursdays 1-4:30 p.m.; and Fridays 8 a.m.-noon. If you need to arrange a special time to pick up keys, email sustainingpacific@pacific.edu or call (209) 932-2994.



Getting Access for your Reservation

To access the Kitchen Co-op during your reserved hours, you **must** pick up a set of Kitchen Co-op keys from the Sustainability Office up to 2 business days before your reservation. The keys will provide you with access to Calaveras Hall during your reservation and access to the blue storage cabinets.

Check Out

There are 2 important steps that must be completed for check out:

- 1) Complete the [virtual Check Out Form](#) at the end of each Co-op reservation. The Check Out Form link is posted on the bulletin board above the microwave and linked in your confirmation email. If you fail to complete the Check Out Form and tasks it outlines, your access to the Co-op may be revoked.
- 2) Return keys to the black lockbox between the refrigerator and bulletin board, inside the Kitchen Co-op. **Failure to return the keys will result in an \$85 fee charge and immediate revocation of your Kitchen Co-op privileges.**

Getting There

Location

The Kitchen Co-op is in the open kitchen area in the lobby of Calaveras Hall, 1116 Brookside Road.

Parking

A university parking permit is required to park in the lots around Calaveras Hall (Lot 6, 28) on weekdays from 8am-5pm. After 5pm on weekdays no permit is required. Permits are not required on weekends. The Calaveras parking lot is only available to Calaveras residents.

Access

Prior to your reservation period, pick up keys from the Sustainability Office (instructions on page 1).

In the Kitchen

Dishes

Dishes can be found in the labeled cabinets around the kitchen. **There should be no dishes, dirty or clean, left out when you leave the Co-op.** All items that were used during your time in the Co-op must be cleaned, dried, and put away in their cabinets.

Appliances & Equipment

Several appliances are available in the cabinets for use during your reservation. All used appliances should be cleaned and returned to their place when you leave the Co-op.

Appendix A lists all available Appliances, Equipment & Supplies.

Refrigerator

You may leave food stored in the refrigerator for up to 3 days. Please make sure to have your food clearly marked with your name and the date on it. Use the paper clipped to the fridge to record the item, date that it was left, and your name. After 3 days, your food will be disposed of.

All food that is not marked can and will be used by other Co-op members and any food left in the fridge for more than 3 days is disposed of.

Towels

Towels and cleaning rags are available in a drawer, under the sink and in a basket by the sink. Please place used towels into the drawer marked "Dirty Linens" located next to the microwave. Wet or heavily damp towels should be hung up to dry by the sink.

Cleaning Supplies

Soap and sponges are located at and under the sink; squeeze out sponge when done using. Broom and dustpan are located by the refrigerator.

Waste Disposal

When cleaning up from your reservation, dispose of any landfill (trash) and recycling in the marked bins in the kitchen, next to the blue cabinets.

Calaveras Hall

Restroom

The restroom is located behind the stairs in Calaveras Hall.

TVs

TVs can be operated by remote. Remotes should be in the same room as TV. Turn on TV, turn on Roku, then sign in under personal account. Can hook up laptop or gaming console.

General

Hours

The Co-op is available to reserve from 8:00am – 10:00pm daily, except during university holidays and breaks (winter and summer).

Rules

The Kitchen Co-op reserves the right to revoke renting rights to individuals who violate these rules and charge them for missing items:

1. Follow the University of the Pacific Housing and Greek Life Alcohol and Drug policy (Appendix B-D);
2. Respect the Kitchen Co-op space and Calaveras residents. Do not go into other areas of Calaveras;
3. Immediately report any damaged goods or materials to Sustainability;

4. Clean, dry and put away all supplies and materials used during a reservation;
5. Properly sort and dispose of recycling and landfill waste;
6. Complete the Check Out Form and return keys at the end of each reservation;
7. The space is left clean and in the same condition as prior to use (or cleaner);
8. Only use the space when reserved. Booked reservations take priority and guests with a reservation have the right to ask those without a reservation to leave.

Contact

Kitchen Co-op – (209) 932-2991 / sustainingpacific@pacific.edu
Public Safety (non-emergency) – (209) 946-2537
Public Safety (emergency) – (209) 946-3911
RA on Call - (209) 662-5175

Frequently Asked Questions

Does the Co-Op have everything I need, including ingredients?

The Kitchen Co-op has all the baking, serving, and cooking supplies you will need to cook with, but you will need to bring your own ingredients. We do have a variety of dry goods and spices (see Appendix A).

How many people can come to the Co-op with me?

Following fire hazard protocol, we suggest no more than 20 people may be in the Co-op at one time.

Can I play music, watch TV or watch a movie?

Yes, you may listen to music. Please keep music volume low as to not disturb the residents of the building. Movies can be played on the nearby TVs by turning on the TV, opening Roku and signing into your personal media accounts.

Am I allowed to leave items in the fridge?

Yes! Make sure to record what you leave behind and collect your leftovers within three days after your event. If your food is not collected within that time period, it becomes available for all Co-op members to use or is disposed of.

Who do I contact if there is an emergency at the Co-op?

If it is a life-threatening emergency call 911. If it is a non-life-threatening emergency contact Public Safety at (209) 946-2537 and the RA on call (209) 662-5175.

Appendix A – Appliance, Equipment & Supplies List, as of July 2025

Blue Cabinets

- KitchenAid Mixer and accessories
- Cookie and cupcake supplies
- Icing supplies
- Cake boards
- Mixing bowls x3
- Round cake pan
- Glass baking dish
- Immersion blender
- Hand mixer
- Sushi mats
- Aprons x2
- Serving bowls and plates (9 regular plates and 7 big plates) (3 Glass bowls & 7 regular bowls 2 small bowls)
- Strainers x3
- Pyrex measuring cups x3
- Glass citrus juicer
- Pitchers x2
- Cheese graters x2
- Canning pots x2
- Mason jars x6
- Nutribullet
- Blender
- Mini crock pot
- Toaster
- Electric skillet with lid
- KitchenAid mini food processor
- Cuisinart Food Processor and attachments
- Rice cooker
- Coffee pots x2
- Coffee press
- Panini press
- Electric kettle
- 7 Drinking Glass
- 15 Mugs
- Food supplies
 - Rice
 - Sugar (exp. Aug 2025)
 - Corn starch (exp. 11/2025)
 - Brown sugar (exp.2/19/26)
 - Powdered sugar
 - Flour
 - Baking soda
 - Baking powder

- Olive oil (exp. 1/2026)
- Red pepper flakes
- Iodized salt (x1)
- Kosher Salt (x3)
- Pure vanilla extract (already exp)
- Coconut extract
- Thyme
- Cumin
- Bay leaves
- Italian seasoning
- Garlic salt
- Ground Cinnamon (exp 10/2025)
- Salt-free garlic and herb seasoning
- Salt-free lemon pepper seasoning

Counter Cabinets

- Utensils
 - ~16x each, regular size forks, spoons, butter knives
 - ~7x mini forks and 4 mini spoons
 - 8x steak knives
- Tongs x2
- Garlic press
- Assorted cooking utensils (Spatulas, ladles, whisk, etc)
- Kitchen towels and linens
- Oven mits x4
- Bread pans x3
- Large muffin tin (fits 6 large muffins)
- 2x stock pots
- 4x medium-large pots
- Skillet/pan x1
- Vegetable steamer
- Cutting boards x4
- Kitchen knives x (x11)
- Kitchen scissors x2
- Zester
- Meat thermometer
- Peeler
- Measuring spoons and supplies
- Rolling pin x3
- Pizza cutter
- Various cooking tools
- Large baking mugs x4
- Baking sheets (cookie & pizza) x2
- Air Fryer trays x4
- 9x13 Baking pans x2

Appendix B – Alcohol Policy (Student Conduct Policy #2)

Students, faculty, and staff will comply with all federal, state, and local laws and University policies governing the consumption, possession, distribution, and sale of alcoholic beverages on University property; at any activity or event on or off the campus sponsored by Pacific; or where a campus community member is representing Pacific as part of an off-campus program, activity or event.

This includes, but is not limited to, the following policies:

Alcoholic beverages may NOT be served, distributed, or furnished to persons under the age of 21.

Individuals under the age of 21 may not possess, distribute consume, or be under the influence of alcohol at any time on-campus, adjacent to campus, or at any campus sponsored event, including hosting others who are consuming alcohol.

The possession and use of kegs and other common source containers is prohibited, except when provided by licensed and approved third-party vendors at registered events.

Drinking games and associated paraphernalia are prohibited.

A person or group, whether on or off campus, is expected to obtain medical assistance for individuals suffering from an emergency related to the consumption of alcohol or other drugs. Failure to do so may result in student conduct action being taken.

The operation of vehicles while under the influence of alcohol and/or other controlled substances is prohibited.

The consumption of alcohol or possession of an open container in public is not permitted by individuals regardless of age. Public areas include, but are not limited to, the streets, grounds, and other public areas of the University. Alcohol is not permitted in the common areas of Residential Facilities and Greek Houses, without specific approval, including hallways, lounges, courtyards, restrooms, laundry rooms, basements, and patios.

The only on-campus locations where students 21 years of age or older may possess or consume alcohol are:

In the privacy of a person's own living space as determined by University residential documents. The resident's door must be closed and alcohol must be consumed in a manner that does not disturb surrounding resident rooms. Such alcohol must be for the individual use of those 21 years of age or older.

In accordance with all policies related to the service and distribution of alcohol a limited number of additional locations may be used to host events with alcohol. Please consult with the facility manager for specific requirements for authorization and use.

Appendix C – Drug Policy (Student Conduct Policy #3)

- 3.1 Except as legally prescribed, drugs are prohibited. Additionally, the unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance, including marijuana, is prohibited.
- 3.2 Prescriptions for medical marijuana do not exempt individuals from compliance with University policies or laws related to smoking or drug use. Specifically, California law does not allow individuals to smoke or otherwise use medically prescribed marijuana in any area where smoking is prohibited and within 1000 feet of any school.
- 3.3 Students should note that law enforcement officers, including staff of the Department of Public Safety, in a manner consistent with laws applicable to their respective function, have a legal right to search any and all buildings on the campus without prior notice to anyone at the University.
- 3.4 Drugs are defined as but not limited to:
 - any stimulant,
 - intoxicant (other than alcohol),
 - nervous system depressant,
 - hallucinogen,
 - other chemical substance, compound or combination of the aforementioned when used to:
 - induce altered state; and/or,
 - including any otherwise lawfully available product (such as over the counter or prescription drugs) used for any purpose other than its prescribed or intended use

Appendix D – Parental Notification of Drug and Alcohol Use (Student Conduct Policy #3)

If a registered student, who is under the age of twenty-one or is claimed as a dependent by his or her parents or guardians pursuant to the Internal Revenue Code, is found responsible for violating the Code's underage consumption, possession, or drug policies the student's parents or guardians may be notified by the Division of Student Life.