

EXPERIMENTAL FOODS LAB
1100 S. Anthony Hall

USAGE POLICY AND FEE

Priority for use of this lab is set for scheduled classes -HNF 300 (fall, spring), HNF 400, FSC 470 (fall) and other FSHN classes as needed.

Use by FSHN faculty, staff, and students for approved functions:

- Sign up with Dianne Dreffs at 517-355-8474 (ext 123), room 215 G.M. Trout FSHN Building.
- Individuals and groups are expected to bring all supplies including food ingredients, paper towels, plastic wrap and plastic bags if needed and disposal dishes if desired. Also, bring kitchen linens for your lab use, since a supply of clean cloth towels and/or dishcloths in the lab is not guaranteed.
- Leave the lab as clean or cleaner than it was found with all utensils, etc. put away in place.
- Used cloth towels are to be dried in clothes dryer and then put in dirty laundry bin.
Remove any used linens that you personally brought with you.
- Utensils, silverware, etc. should be used from areas other than the kitchen units (sink/stove units, drawers, cabinets) whenever possible in order to keep units intact for classes.
- Floors should be swept after use if necessary.
- Garbage cans should be put outside of lab door for disposal.
- Weekend Use: The trash bags must be dumped in the outside garbage bins since there is no custodial service on weekends.

For outside use of lab:

- Sign up with the Department of Food Science & Human Nutrition prior to use. Call Dianne Dreffs (517-355-8474 ext 123), room 215 G.M. Trout FSHN Building. You must also contact Janice Harte (517-355- 8474, ext 105) (harteja@msu.edu) prior to use, in order to make arrangements for approved personnel to supervise your use.
- All supplies need to be provided by user, including food ingredients, paper towels, plastic wrap and plastic bags if needed and disposal dishes if desired. Also, bring kitchen linens for your lab use, since a supply of clean cloth towels and/or dishcloths in the lab is not guaranteed.
- Leave the lab as clean or cleaner than it was found with all utensils, etc. put away in place.
- Used cloth towels are to be dried in clothes dryer and then put in dirty laundry bin. Remove any used linens that you personally brought with you.
- Utensils, silverware, etc. should be used from areas other than the kitchen units (sink/stove units, drawers, cabinets) whenever possible in order to keep units intact for classes.
- Floors should be swept after use if necessary.

- Garbage cans should be put outside of lab door for disposal.
- Weekend Use: The trash bags must be dumped in the outside garbage bins since there is no custodial service on weekends.
- If you choose not to clean up the lab, there will be an additional charge for cleaning. Make arrangements prior to use for lab cleaning, if desired. If the lab is left in a messy and/or dirty condition, requiring cleaning before scheduled courses, the department will assume the responsibility for hiring someone to clean the lab and then will charge the renting group for the cleaning fee whether or not cleaning fees were determined prior to use. Failure to leave the lab clean or pay the cleaning fee will prevent the group from the using the lab again at another time.

FSHN projects/research planning on using this lab facility need to budget funds for the lab use.

Group	Room/Equipment Fee
FSHN: Department functions, scheduled courses, clubs	0
FSHN: Projects outside of scheduled courses	\$50/day or \$10/hour
Outside FSHN: MSU, In-state or nonprofit organizations	\$100/day + \$50/day supervision fee
Outside FSHN: Outside MSU, out-of-state or for-profit organizations	\$250/day + \$50/day supervision fee
Cleaning Charge	\$100/day

Fees should be paid to: Department of Food Science and Human Nutrition

Questions/requests? Please contact- Janice Harte at 517-355- 8474, ext 105 or (harteja@msu.edu)