

# Babcock Kitchen Checkout Form

The Babcock Hall Kitchen and its items are available for use by community members, clubs, organizations, students, staff, and faculty. These items are made available by contributions from the Center for Diversity and Inclusion. Please keep the kitchen and items in it clean after use so others may enjoy it for their events and programs. All kitchen items are expected to be washed, dried, put away, and locked up immediately after the event and before the key is turned back in. The key must be turned in within 12 hours of the close of the event. All items from the kitchen are to remain in the kitchen. Please do not take items to other buildings for use.

**Organization Name:** \_\_\_\_\_

**Signature of Student:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**\*Key Pick Up Date:** \_\_\_\_\_

**Phone#:** \_\_\_\_\_

**\*\*Key Return Date:** \_\_\_\_\_

**Printed Name of Student:** \_\_\_\_\_

**\* Please Note: key must be picked up by 4 pm on scheduled pick up date from Erica Weber, Administrative Assistant for CDI\***

**\*\*When returning, please return to Erica Weber in office# 111 in Babcock Hall. If Erica is not present, slide the key under the door. Once this is done, email Erica at eweber@wooster.edu so she has confirmation it has been returned.**

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There are the items available for use in our kitchen:

<u>Items</u>	
COOKING POTS	10
POT LIDS	11
SKILLETS	4
BAKING PANS	2
MUGS	10
GLASSES	2
CUPS	5
FORKS	32
BUTTER KNIVES	31
EATING SPOONS	53
STIRRING SPOON	17
RED BOWLS	3
RED PLATES	6
SPATULAS	12
CUTTING KNIVES	5
CAN OPENERS	2
STRAINERS	2
MEASURING CUPS	13
CHEESE GRATER	1
WHITE PLATES	29
WHITE BOWLS	21
CROCK POT	1
BUTTER TRAYS	2
BIG SERVING BOWLS	12
TEA KETTLES	1
WISKS	1
TONGS	7
OVEN MITTENS	1
CUTTING BOARDS	8
ICE CREAM SCOOPS	1
GARLIC PRESSES	1
COFFEE POT	1

If you notice any of these items missing or broken, please make a note of it here: