

Policies for Academic Course Related Cooking Classes

1. **Scheduling for all class sessions held in the Teaching Kitchen must be scheduled directly through the Teaching Kitchen** (contact HoosCooking@virginia.edu or MelanieB@virginia.edu). In addition to the scheduled course time, all classes require 1 hour of prep and 30 minutes of clean-up.
2. **Teaching Kitchen support staff presence is required.** Our trained and knowledgeable staff will be on-site to support you in setting up equipment and ingredients before class, assist your students during class, and ensure a safe and clean experience for all throughout your time in the Teaching Kitchen. Series classes that provide staffing support through their own Teaching Assistants (TAs) may be eligible for staffing discount. TAs must complete Teaching Kitchen training in order for this to apply.
3. **Class instruction will be done by you, the course instructor.** Additional curriculum development and instruction support may be available for an additional charge.
4. **Sign-up is required for all participants.** The Teaching Kitchen will share with the course instructor a sign-up form for students to complete, which includes food allergy information and a required waiver.
5. **Food produced in the cooking class is only available to registered class participants.** We are an educational space and not a commercial kitchen, therefore, food produced in the Teaching Kitchen may only be used by class participants and may not be sold or distributed for other purposes.
6. **Cost**
 - \$350 per 1-2 hour class session is the standard charge. This includes:
 - Facility utilization
 - Program support
 - Food and supplies*
 - *Discount may be available for classes providing their own food and supplies
 - Full staffing**
 - **Series classes that provide staffing support through Teaching Assistants who complete TK training may be eligible for staffing discount
 - Curriculum development incurs additional charges
7. **Payment is due 1 week before the scheduled class session.** A payment form will be emailed to you once your class session is confirmed. Payment can be submitted using Worktags. Please contact the Teaching Kitchen if another payment method is needed.