

KITCHEN / FELLOWSHIP HALL USE POLICIES

The kitchen and fellowship hall is available for use by ministries, church members and non-member groups. Use of the facility requires completed application forms, prior approval and scheduling through the church office. Some events may require a deposit and usage fee to be paid. The facility may be locked at times when not in use, including the food/supply closet and linen closet. When the kitchen is used, a ministry leader, church staff member or Event Supervisor must be present.

GENERAL RULES

1. Every group or function requesting use of the kitchen must have a person who will be responsible for knowing and following these rules.
2. This person must be trained in the proper use of the kitchen equipment. Training is offered during the church's regular business hours by a staff member or Event Supervisor.
3. Cut only on cutting boards and not on counter tops.
4. The kitchen should never be left unattended if equipment has been turned on.
5. Plastic and paper products are for use of church ministries and programs only. Other groups must provide their own supplies.
6. No food is to be left for general use.
7. Food for specific groups or functions should be marked and dated.
8. Do not use Closet supplies labeled "NOT FOR GENERAL USE."
9. Church kitchen equipment, dishes, chairs and tables shall be used by the church ministries only.
10. No tables, chairs, linens or utensils shall be removed from the church for any reason.
11. Usage of linens will require prior approval and is subject to a dry cleaning charge.

CLEANUP

1. TURN OFF ALL APPLIANCES.
2. All dirty dishes/utensils/equipment should be washed, dried and returned to their proper storage location.
3. Clean all surfaces with warm/hot soapy water or disinfectant.
4. All ovens, including the microwave, should be wiped clean.
5. Soiled towels, washcloths, and potholders should be placed in a plastic bag.
6. Floors are to be swept, mopped and vacuumed as appropriate.
7. Empty all trash cans and replace with new liners.
8. All trash should be placed in the outside dumpster.

REMEMBER: TURN OFF ALL APPLIANCES!

Non-compliance with the above rules and policies for facility use may incur damage and custodial fees and prevent future use for your group.

Qualified Event Supervisors:

Nancy Wood, Betsy Beck, Donna Choron, Ann Taylor