

RULES FOR USE OF THE KITCHEN/ FELLOWSHIP HALL

1. PRIOR TO YOUR EVENT, a member of the Kitchen Ministry team must meet with responsible persons of your group to instruct you on use of Kitchen equipment & facilities.
2. No children under the age of 15 years old should be exposed to or allowed to operate kitchen appliances. ALL children in the kitchen area should be properly supervised by a responsible adult..
3. Wash all of the church's pots, pans, plates & all eating & cooking utensils after use & return to their proper places.
4. Paper products, tea and coffee are furnished for church group events only. Record on sign-out sheet located in the Pantry whatever your event uses so the Kitchen Committee can charge the correct committee or department with their replacement. Events like family reunions, or non-church functions need to furnish their own paper & other supplies.
5. If you use any kitchen towels, you are responsible for taking them home to wash, and returning them ASAP.
6. DO NOT leave any dirty dishes of any kind sitting anywhere in the Kitchen or Fellowship Hall. If someone in your group leaves a dish, kindly wash it, and take it to your Sunday School room or home with you until you are able to return it to the owner, so that person may take it home next time they come to church. Do not assume someone else will do this.
7. DO NOT leave behind any leftover chips, crackers or opened soda bottles from your event. Either take these food items home with you, or discard- DO NOT put on the shelves in the Pantry area, or in the refrigerator.
8. All surfaces must be wiped clean. This includes cleaning the dining tables as well as the serving tables. Baby seats should be cleaned if used.
9. Empty water out of the serving bins (warming unit). It will mold if left for several days!
10. Sweep & mop the Kitchen after your event. If there is excessive food on the carpet area, please be respectful & clean up first by picking up the food, then vacuuming when practical. Vacuum cleaners are in the storage closet behind the Sound Booth.
11. All the trash cans must be **completely** empty & re-lined with clean trash bags before you leave. Return the trash cans to the Kitchen area & replace liners. DO NOT leave even one item of food in the trash cans.
12. Please be respectful of the Sound & Music equipment that is kept in the Fellowship Hall. Children must not tamper with the equipment. **If yours is a non-church event and you have need of the audio system for your meeting, a member of the Audio Ministry Team must be contacted for the set-up, and a \$50 payment for the set-up is required, payable directly to the Audio person.**
13. Upon exiting the area, the 2 Kitchen entry doors and the pantry door must be locked. The lights must be turned off. **Make sure all pilot lights are burning on the range.** This is the correct condition for the gas range.
14. Turn in the completed check list, signed, to Joe Monk when you are through.

Check List for Kitchen Use

Please help the Kitchen Ministry Team by making sure the following items are completed. It is our desire to make the use of the kitchen both convenient and safe for all. Turn in completed form to Joe Monk.

Ministry/Group using the Kitchen: _____

Contact Person: _____ Phone: _____

E-mail address: _____

What will you need for your event? ___ Pantry ___ Freezer ___ Refrigerator ___

Other supplies: _____

List any quantities of paper goods-plates, bowls, disposable utensils, napkins, coffee/drink cups you may need so they can be replaced.

___ Pots, pans, serving pieces, and all utensils have been cleaned and returned to their proper place.

___ Dish towels have been taken home to be washed and will be returned.

___ Left over food/drinks have been either thrown away, or taken home. Do not leave in the pantry.

___ ALL PERSONAL DISHES HAVE BEEN WASHED & TAKEN HOME. DO NOT LEAVE IN THE FELLOWSHIP HALL.

___ All surfaces have been wiped cleaned, including tables, chairs and high chairs.

___ Serving bins have been emptied of the water inside.

___ Kitchen has been swept and mopped.

___ All trash has been taken out.

___ Gas range pilot lights are left on & operational.

___ Doors locked, lights turned out.

___ Key has been returned to the office.

Signed by responsible party.

Office Use:

____All areas/items used have been satisfactorily cleaned and returned in good condition

_____ date _____

Kitchen Ministry Team/office staff