

Procedures for Use of the Kitchen of Langley United Methodist Church Langley United Methodist Women (UMW)

We are pleased to offer our kitchen for use by non-profit organizations and charitable causes. In order to continue this service to the community, we must maintain our good standing with the Island County Health Department and preserve the safety of our building and congregation, so we ask your cooperation with the following procedures.

All use of the kitchen must be in accordance with the requirements of Washington State food workers program, the Island County Health Department, and Langley United Methodist Church. Key requirements are:

- All food preparers and servers must have a valid current food handlers' card. (Does not apply to potlucks and baked goods / coffee events.)
- No children under age 10 are to be in the kitchen.
- No alcoholic beverages are permitted on the premises.
- Kitchen supplies are not to leave the premises without specific permission.
- Our tablecloths, coffee, tea, and the silverware in the pantry closet are not available for use. The large coffee filters may be used.
- No outside extension cords are permitted – we will supply them if needed and they must be taped down if on the floor.
- Use dishwasher properly according to instructions on the wall.

A kitchen and safety orientation is required before first use of the kitchen. A UMW or Church member will conduct the orientation with lead person using the kitchen. (Not just the event coordinator.) A checkout at the end of the event is also required.

Damage deposit refund is only made if all items above and below are followed and no damage is evident. A separate check can be written for damage deposit for easy return.

The kitchen, floor and all equipment must be cleaned at the end of the event; all equipment used should be returned to its original location. Be sure ovens and dishwasher are turned off. Wipe down counters, tabletops and surfaces with sanitizing solution. Leave used towels in pile on a counter. All trash and leftovers should be removed from the premises unless otherwise arranged.

Fellowship Hall should be returned to its original configuration when you leave. Floor should be vacuumed. Please check restroom lights and trash before leaving; be sure outside doors are locked.

THANK YOU for ensuring the continued availability of this kitchen by following our procedures. We wish you success for your event!