

CHURCH OF THE NAZARENE KITCHEN POLICIES

We are pleased to share our kitchen facilities with everyone. In order to do this and maintain the care of our facility, we require the following:

The responsible (person/persons) will need to call the church office and make arrangements for the following:

~ Schedule the date needed for calendar event; indicate at that time the number of tables/chairs needed and complete details of the event.

~ When the event is over, we require the following to be completed, prior to leaving the premises.

- 1) Put away all table/chairs.
- 2) Clean and put away all dishes, etc., that were used.
- 3) Clean all counter tops and appliances.
- 4) Sweep and mop all areas of the floor that are tile.
- 5) Remove all remaining food.
- 6) If it was necessary to use a kitchen item that belongs to the church, inform the office the following morning and return as soon as possible.
- 7) See that the towels/clothes are laundered and returned to the church.
(Or inform the church office they have been spread over the sink area to dry).

** If the above is not completed, a minimum \$25.00 custodial fee will be charged.

** **Fees for non-members**, (those not associated with our congregation), are listed as follows:

~ Kitchen/parlor and fellowship hall \$200.00

~ Kitchen/parlor ONLY \$100.00

** A deposit will be due at the time the event is scheduled.

** Fees are non-refundable

** **There will be no alcohol or tobacco use on the premises.**

Adopted by the Church Board,