

## **Kitchen Use Guidelines**

- A *Room Reservation Request* form should be filled out and filed in the church office
- All kitchen counters and appliances should be wiped down, the floor swept and mopped
- All dish towels and linens used should be washed in hot water with detergent and bleach
- No one is to remove anything from the kitchen without filing an *Equipment Loan Application* form with the church office. Use of these items is restricted to church functions (VBS, Youth Retreats, Camp Resolute, etc.) They must be returned promptly (within one week) and must be returned clean.
- Only food intended to be used within 2 days can be stored in the refrigerator.
- All doors to the kitchen should be locked and all lights out.
- Bring your own supplies, i.e. paper products, coffee, sugar, tea, etc. and take them home when the function is over
- Use the ice scoop when dispensing ice. Board of health forbids the use of hands in the ice. Store the ice scoop on top of the ice machine so it doesn't get buried.
- Follow all other guidelines regarding facility use.