

PROVIDENCE UNITED METHODIST CHURCH
Guidelines For Use Of The Fellowship Hall And Kitchen

All reservations for use of the fellowship hall and/or kitchen should be scheduled by contacting the church office. The office will add the event to the calendar in the hallway so that the *Master Calendar* will remain up-to-date and updates can be entered into the online calendar.

**** A \$100.00 deposit fee is required for the use of fellowship hall/kitchen and should be paid to church office at least one week before event. No deposit charge for church related functions.***

Fellowship Hall

1. All tables should be wiped clean and chairs replaced.
2. Return any extra tables and chairs to the storage room.
3. Sweep and damp mop the floor as needed to take care of any spills.
4. Clear the hall of any trash, decorations, and personal items.
5. Trash should be carried to the dumpster carts outside.
6. Trash cans in the restrooms should be emptied and new liners installed.
7. All doors that open to the outside should be checked including the ice machine exterior door.
8. Reset the thermostats and turn off the lights.

Kitchen

1. All surface tops should be wiped and sinks cleaned.
2. When ovens are used, it is the responsibility of the user to check and ensure that any food spillage is appropriately handled and that the ovens are left in a clean condition.
3. All left over and discarded food should be removed from the refrigerator and kitchen area. All garbage and trash should be placed in the dumpster carts behind the church.
4. Ensure that kitchen trash cans are left clean with new liners
5. Return all cookware and utensils to the proper storage space. Do not leave dishes in the dish drainer or on any counter area.
6. It is requested that soiled dish towels and cloths be laundered and returned to the kitchen.
7. Sweep and mop floor as needed.
8. If the warmer is used, the trays should be cleaned, the water drained, and the doors left open.
9. Ensure that all small appliances, the gas appliances, and the lights are turned off before leaving.
10. If the gas range is used, the drip pans should be checked and cleaned as needed.

When using the gas ovens, range top, convection ovens, or grills the hood fan must be on. Failure to do so may cause the fire suppression system to activate.

Person responsible

Activity

Phone number

Date of Activity/Time