

Kitchen Use Guidelines

1. Food brought in for an event should be clearly labeled. Label must include:
 - a. Name
 - b. Event
 - c. Date deposited
2. Food left over from an event should be removed immediately. Any items left in kitchen area will be discarded. Leave all areas/appliances how you found them – empty
3. All dishes must be washed, dried and returned to cupboard/drawer where initially located.
 - a. Scraps remaining on plates should be scraped into trash receptacles
 - b. Waste In-Sink Disposal should only be used for rinsing scraped items
4. Dishwasher is available for use
 - a. Directions must be closely followed
 - b. Remove food waste before loading
5. Kitchen towels/rags/hot pads must be laundered and returned within 3 days
6. Paper/plastic products (including plates, flatware, napkins, table coverings) must be furnished by group who reserved the space
7. Kitchen will be inspected by Church representative after use, and misuse could result in reduction of deposit.

Signature of responsible party

Date

Signature of Church representative

Date

Approved Return of Deposit: _____