

FOLCROFT UNION CHURCH

GUIDELINES FOR USE OF CHURCH KITCHEN

Your request for use of the Church Kitchen is part of your initial Use of Facilities Request that has been submitted and approved by Ministries Team, and therefore **it is expected** that you have met with the Kitchen Manager and have agreed to follow these guidelines:

- ♣ Please reference the list of available Kitchen items and use only the items you indicated that you needed.
- ♣ You are expected to supply your own paper products since the products in this kitchen are for church-related functions only.
- ♣ You are expected to provide your own coffee, tea, sugar and etc.
- ♣ Kitchen items should not be removed from the building without the knowledge of the Kitchen Manager.
- ♣ Please be sure to label and date all food items left in the fridge. For health and safety reasons all undated food items will be discarded.
- ♣ Silver coffee urns are available at special request. Please handle carefully and DO NOT SUBMERGE.
- ♣ All Kitchen items used should be washed, dried and put back where they belong. NOTE EXCEPTIONS: coffee urns and warming trays need to air dry overnight to prevent rust
- ♣ Dishwasher is available, however it must not be left unattended, and directions for use and cleaning need to be carefully followed.
- ♣ Plastic tablecloths are available, however, you are encouraged to provide your own.
- ♣ Please put all used dishtowels and cloths into the plastic bag provided. NOTE to church members: You are expected to wash, dry and return the kitchen linens as soon as possible.
- ♣ Trash must be bagged and placed in containers behind Lighthouse building
- ♣ Kitchen floors should be swept first and then mopped.
- ♣ All counters, stoves and sinks should be wiped down after use.
- ♣ Any Kitchen or Family Room item damaged or broken should be reported – in writing – to the church office.
- ♣ Items from the Kitchen or Family Room that are damaged or missing must be replaced. If damage or loss exceeds the \$50.00 CASH Security Deposit amount, the "user" is expected to pay the additional costs.