

COMMUNITY UNITED METHODIST CHURCH SOCIAL HALL & KITCHEN USAGE PROCEDURES

Use of the Social Hall and/or Kitchen is a privilege extended to CUMC members with first priority given to church wide functions followed by church affiliated groups/activities and individual members. The facility is also available for use by individuals and groups outside the church membership. All groups must obtain Board of Trustees approval by submitting a completed COMMUNITY UNITED METHODIST CHURCH APPLICATION FOR USE OF FACILITIES form. Applications will be considered in light of use, availability and mission of the group.

Facility Usage Procedures:

- Kitchen usage is exclusively for the preparation and serving of food. Cleanliness, orderliness and sanitation are of utmost importance.
- Perishable food items and cooked/uncooked leftovers will NOT be left in the kitchen. Take them with you.
- Social Hall chairs and tables are to be returned to their designated locations, floors to be swept and mopped clean of any dirt, grime, or other debris.
- Range/stove to be cleaned of any food debris, spills, and grease.
- Dishwasher - turned off, drained, rinsed, and basket cleaned out.
- Sinks- cleaned/rinsed and free of grease and food debris.
- Counter tops and food prep/assembly tables clean and grease free - Ensure compliance with the posted Stainless Steel Cleaning Procedures.
- Utensils, pots, pans, silverware, glassware, tableware, etc. be washed and returned to proper storage location.
- Refrigerators/freezers - cleaned out of all user food items. **DO NOT LEAVE LEFTOVERS OF ANY TYPE** - throw away what you don't want.
- Any unlabeled non-perishable food left in pantry will be considered available for use by any church group. All non-perishable food and condiments used by groups that use the kitchen on a recurrent basis, must be contained within the labeled bins on the shelves. Anything not in the bins will be available for others use. All open containers, in the bins or on the shelves, must be resealed.
- All other areas (Pantry and Storage Room) to be left in a neat and clean condition.
- Floors - swept and mopped of any dirt, spills, and grease.
- Trash - disposed into outside containers and liners replaced.

(over)

Precautions

A. Kitchen:

1. Children under the age of 16 are not allowed in the kitchen unless involved in food service under the supervision of an adult.
2. Any food consumed in the kitchen must be done away from the food preparation area.

B. Gas Range:

1. Ensure pilot lights are always burning.
2. Do **not** put items on the stove that are not ovenproof.
3. Do **not** turn stove "ON" until the exhaust system has been turned "ON" (switch is on the right front of hood assembly).

**WE THANK YOU FOR YOUR COOPERATION IN LEAVING OUR
FACILITIES IN A CLEAN AND ORDERLY CONDITION**

(revised 5/8/03)