

# Kitchen/ Undercroft Policy

- The kitchen and undercroft--as well as other spaces in the building--may be reserved through the church office. There must be a congregation member affiliated with the group and that member must be present.
- If a group or person is going to use the kitchen at least one member needs to have been trained in proper use of the equipment.
- Please do not allow children into the kitchen if they are not working.
- After an event please carry all garbage to the dumpster and replace bags, unless bags are less than half full.
- The fan above the stove must be turned on while it is in use, along with the air replacement unit. Both must be turned off after use.
- Turn off gas to stove after use.
- Wipe spills from around burners and from inside of oven.
- Please wash and dry all dishes, pots, pans, pitchers, and utensils and return them to their storage positions. Return any supplies or equipment to proper places.
- Wipe up spatters and drips from microwave and refrigerator.
- Dispose of leftover food.
- Countertops and sinks should be cleaned and dried.
- Tables should be wiped off and crumbs brushed from chairs.
- Soiled dishtowels and potholders should be placed in the laundry hamper in the kitchen. Please wring out wet dishcloths and hang them over the sink.
- Sweep kitchen floor and vacuum carpet.
- Return all tables and chairs to normal positions.
- If you desire to use any church paper supplies, coffee, etc., please talk to the church office.
- Please do not leave debris, decorations, containers, etc. when you leave.