

## **Building Use & Kitchen/Undercroft Policy**

- Spaces in the building, including the Kitchen/Undercroft, may be reserved through the church office via the Building Use Request Form.
- If a group is using the building there must be a congregational member affiliated with the group and that member must be present.
- If you desire to use any church supplies--coffee, cups, plates, napkins, etc.--please include that on the form.
- Make sure fire extinguishers are unobstructed.
- After an event in any space:
  - Empty trash cans that are more than half full or have food in them. Carry trash to the dumpster and replace bags.
  - Return tables and chairs to their original positions. Wipe off tables and remove crumbs from chairs.
  - Vacuum or sweep, depending on the space.
  - Take everything you brought with you. Please do not leave debris, decorations, containers, food, pans, dishes, etc.
- If a group or person is going to use the kitchen at least one member needs to have been through the kitchen training.
- Please do not allow children into the kitchen if they are not working.
- If using the stove, all burners must be lit; the fan above the stove must be turned on; and the air replacement unit must be on. Be sure to turn them off when you are done.
- Turn off gas to stove after use.
- Wipe spills from around burners and inside oven.
- Please wash and dry all dishes, pots, pans, pitchers, and utensils and return them to their storage positions.
- If the dishwasher is more than half full, run it. If it is a Saturday evening and it is less than 1/2 full, run it on the short cycle. If you have started the dishwasher, please arrange for it to be unloaded the next day and by 7:45 on Sunday morning.
- Wipe up spatters and drips from microwave and refrigerator.
- Dispose of leftover food.
- Clean countertops and sinks.
- Place soiled dishtowels and potholders in the hamper. Please wring out wet dishcloths and hang them on the sink.