

Bethlehem Evangelical Lutheran Church Kitchen Use Policy

PURPOSE

The congregation of Bethlehem Evangelical Lutheran Church (the “Church”) is a community of baptized persons that worships, learns, witnesses and serves. To these ends, the congregation commits the use of its facility, buildings, grounds and equipment to its membership within and to its neighbors without. The purpose of this policy is to guide use of the Church’s kitchen by members and defines additional requirements to be followed beyond what is included in BELC’s Facility Use Policy for non-members. BELC’s Safety Policy also applies to use of the kitchen since its appliances have additional risks. The Kitchen Use Policy is maintained by the Fellowship Ministry Team.

SCOPE

The Facilities Ministry Team is the point-of-contact (POC) for all kitchen-related facility/equipment related issues, e.g. repairs, upgrades, inspections, etc. The responsibility may be shared with the Fellowship Ministry Team as it relates to supplies and/or needed repairs. Non-members desiring to use the kitchen must fill out an Application for Facility Use which is attached to the Facility Use Policy. Members wishing to use the kitchen for Church-related activities/events must inform the Church office to avoid schedule conflicts. Personal use of the Church kitchen, consumables, or equipment (e.g. flatware, table cloths, utensils, and appliances, etc.) by members or non-members must first be approved by the Office and Business Manager.

POLICY STATEMENT

It is the users’ responsibilities to ensure that the kitchen is cleaned after use and left in a condition comparable to that in which the organization/group found it. Any needed repairs, special cleaning requirements, e.g. insect infestation, and a list of supplies needing replenishment should be brought to the attention of the Church office after each event.

Food in refrigerators must be covered, dated, labeled with owner’s name (organization or function) and usage information. Items should be labeled as “Available for Use” if available for general usage. Items that are spoiled or likely to spoil before next usage should be removed from the refrigerator. All kitchen utensils and appliances (e.g. coffee pots) must be thoroughly cleaned and returned to their storage locations. Countertops and sinks shall be cleaned and sanitized with the cleaner found under the sink. All food

items must be picked up off the floor and the trash emptied into the outside dumpster after each event. Instructions for major appliances, e.g. dishwasher shall be followed.

Non-member organizations/groups will be charged for cleanup if the kitchen is left in a condition inconsistent with requirements of the policy. In the event that the kitchen is left in an unsatisfactory condition as determined by the Fellowship Ministry Team, future use may be denied.

Supplies in the kitchen pantry are purchased from within the Fellowship Ministry Team budget. Therefore, the key to the pantry shall not be provided to outside organizations except as approved through the Facility Use Policy.

KITCHEN USE CHARGES

Members are not charged for the use of the kitchen. Charges for use by non-members are included in the Facility Use Policy.

SAFETY

Safety is important to BELC. The kitchen users are responsible for their own safety. Event leaders should consider safety a priority in the planning and implementation of activities including hazards identification and mitigation, location of alarms, proper emergency procedures, and proper control of participants during an activity to minimize safety risks to themselves and others. Use of the kitchen must comply with BELC's Safety Policy.

Rev	Rev Date	Review Date	Summary of Revisions
0	10/2011	2013	New