

Kitchen Use

- Church groups and committees may use the church's paper and plastic ware in the kitchen, but should use opened packages first and put unused portions back in the original bag or box.
- Church groups and committees may use the church's charcoal and lighter fluid, but should return them to the area in which they were found. Do not store them in the kitchen closet.
- Non-church groups must bring their own paper ware, plastic ware, charcoal, etc.
- No leftovers shall remain in the refrigerator or on the counters.
- If a church group or committee leaves items in the freezer, they must be labeled with a name and date.
- Personal dishes should not be left in the kitchen.
- All garbage must be removed from the church grounds and facilities.

All requests must be approved by the Facilities Use Team.

1. Requests for facilities are directed to administrative assistant who completes a form indicating what facilities are needed, date of request, purpose of use, and any financial responsibility to the person or group requesting use.
2. Team leader receives request and checks church calendar to determine facilities availability.
3. Team leader communicates with Property & Facilities Committee to determine appropriateness of request.
4. Team leader communicates decision to requestor and includes copy of the Church Facilities Use Policy.
5. Team leader provides for needs of groups using the church (keys, etc.).
6. Team leader attends Property and Facilities Committee meetings as needed.