



Section Eleven (11): Kitchen Use Policies

The church has provided the Kitchen for food preparation, cooking and serving and has equipped the Parish Hall for multiple use including food service. Users of the Kitchen shall abide by the following policies, procedures and guidelines.

Security Deposits and Fees

A refundable security deposit of \$50 is required to cover any cost which may be incurred by the church for damages, clean-up, repair, restoration, security alarm responses, etc., caused by the users. Deposit balances shall be released by the church staff and returned to the appropriate user within two weeks following the event if policies are not violated.

Church Representative

UUCB requires the presence of a church representative during facilities use by non-church related groups. The user group shall pay in advance for the services of this representative as a part of the fees schedule.

Custodial, Clean-up and Damages

Users shall leave the facilities in the original condition. Users shall provide their own clean-up and custodial service as a condition of use. In the event users fail to leave the premises in an acceptable condition and the church provides clean-up services the deposit will be revoked. If the costs of cleanup or damages exceed the cost of the deposit, a fee equal to the amount of the remainder after the deposit will be invoiced.

Space Considerations

Space, refrigeration, freezer capability and storage are somewhat limited at UUCB and it is important for all users to be considerate of everyone's rights in sharing the facilities.

Due to these space limitations, apart from church sponsored Rites of Passage like Weddings and church sponsored Ministries like Food not Bombs or Family Promise, UUCB cannot store food for more than six hours prior to an event and six hours after an event. Food left for longer than this period will be disposed of.

The exception to this rule is for events that cover multiple consecutive days. In this event, food may be stored overnight, but for no longer than three consecutive days in a row.



For food stored for church sponsored Rites of Passage and Ministries, those individuals/groups are required to store and monitor their own food to prevent spoilage or pest infiltration. Label food with the name of the person/ministry as well as with dates.

Kitchen Management

The church does not have a food services manager. Therefore, the Gatekeeper and Administrator of Facilities and Communication are assigned responsibility for monitoring and managing the Kitchen and food service activities and areas and recommending policies.

Wedding Guidelines are pertinent and unique to wedding activities and are separate from this policy. Fees and guidelines for wedding activities are different from and are not expected to be in agreement with fees and guidelines shown in this policy or its parent Facilities Use Policies.

Facilities Use Policies, includes policies, procedures and guidelines for use of the entire plant facilities of UUCB including the building areas covered in this policy.

Kitchen and Food Service Procedures and Guidelines

1. Food brought in and temporarily stored must be adequately packaged for protection against contamination and labeled with the name of the owner as well as the date the food is stored.
2. Caterers hired for church sponsored events shall be permitted in accordance with all regulations. Proof of liability insurance shall be provided by caterers having more than three employees. Caterers shall not be allowed to fill the roles of group leader or church representative during a meal event.
3. Because of limited space, frequent Kitchen use and multiple users, food may be brought in not earlier than six hours prior to the event for non-church sponsored events.
4. Meats shall be properly enclosed to prevent dripping during refrigeration.
5. Raw meats should be placed on the bottom shelf during refrigeration to avoid possible drippings from contaminating other foodstuffs. Please review the following chart fridge storage chart:

Cooked/ready to eat foods
Dairy (In package/Tupperware)
Raw Meats (In package/Tupperware)
Fruits and Vegetables (In package/Tupperware)



6. The users shall remove leftovers from food and beverages brought in. DUE TO LIABILITY RISK, THERE ARE NO EXCEPTIONS ALLOWED.
7. Church groups may leave condiments in the Kitchen or refrigerator, but they should be labeled with the group name and date opened. Other users are expected to furnish their own condiments but may leave unused condiments for church use with a label showing opened date. The Gatekeeper or Administrator, at their discretion, will periodically dispose of outdated condiments.
8. Stovetops and splashboards are to be cleaned and wiped after use.
9. Countertops are to be cleaned and left free of clutter.
10. Any surface used for meat preparation shall be thoroughly cleaned and disinfected after use.
11. All pots, pans and utensils used are to be washed and sanitized with hot water after use and returned to their appropriate storage area.
12. Dish towels, potholders and other cloth items to be cleaned are placed in the container under the sink for the Gatekeeper to wash and return them to the Kitchen weekly.
13. All trash and garbage shall be removed from the Kitchen and Parish Hall immediately after the event and placed in the garbage bins using extreme care to avoid spills. Liners are best left in the cans when transporting garbage to the garbage bins. Any spills are to be tended to immediately.
 - a. Compost policy
 - i. At this time UUCB does not compost food. Please do not put any food scraps in the composter behind the kitchen by the garage; this composter is for garden/yard clippings.
14. Trashcan liners are to be placed in the trash/garbage cans after emptying.
15. When the Kitchen is used for food preparation and/or cooking, floors are to be cleaned, mopped and disinfected.
16. Spills and food dropped on the floor of the food serving area are to be cleaned up and the area mopped as needed in order to leave the area clean.



17. Tables, table arrangements, chairs, podium, etc. are to be placed back in appropriate places as found unless authorized otherwise. The general rule is "leave it as you found it."
 - a. Users must speak with the Gatekeeper prior to attempting to move any tables and chairs.

18. Church owned Kitchen equipment shall not be used off the church property except with prior approval of the Administrator or Minister.

I have read the foregoing policies and agree to abide by them.

Signature:

Printed Name:

Date:

Organization Name (if applicable):
