

KITCHEN and DINING ROOM POLICY

Upper Kitchen and Dining Room

1) DONATIONS *

a) MEMBERS

There is no rental charge for a private function (Excluding Wedding and Funerals.....see Wedding and Funeral Policies)

b) NON-MEMBERS

A) \$125.00 dollar donation for rental for private function

B) \$50.00 charge for a congregational member to be present (Hall Coordinator)

(A designated person from the church shall be present at all times during the rental of the kitchen and dining room.)

c) There will be a \$250.00 damage deposit for both member and non-member for use of the kitchen. Person or persons must sign a PLC contract prior to the event. Peace Lutheran Trustees will refund the deposit upon inspection after function is held.

* Does not include church sponsored functions.

2) REQUIREMENTS FOR USING PLC KITCHEN and DINING ROOM

a) All people or peoples wanting to use the PLC kitchen shall check with the church office to reserve date and time of rental.

b) A key will be issued to the PLC Hall Coordinator prior to the function, whom will be responsible for returning the key after the function.

c) A designated member of PLC shall be present at all times while kitchen is being used by a non-member.

d) Rental donation and deposit are due and made payable to Peace Lutheran Church prior to function.

e) Church related functions including those requiring last minute scheduling (example: funerals) take precedent over private functions even if already reserved.

KITCHEN CLEAN-UP REQUIREMENTS AT ALL TIMES

- 1) All countertops shall be cleared, washed & dried.
(NOTHING SHALL BE LEFT ON COUNTERTOPS.)
- 2) All perishable items shall be sold, given away or distributed to charitable ministries. Do not leave food in the kitchen or refrigerators. (This excludes condiments)
- 3) All dishes, silverware, utensils, pots and pans, trays, coolers, etc., shall be washed, dried and put away in proper cupboards.
- 4) All coffee pots emptied, washed out, dried, reassembled and placed in proper cabinets.
- 5) All roasters should be emptied, washed, dried; reassemble racks and put away in proper cabinet.
- 6) Floors shall be dust mopped and wet washed in kitchen and dining room.
- 7) Sinks shall be cleaned and dried.
- 8) Garbage shall be collected and thrown in dumpster in alley. New trash bags should be replaced in wastebaskets and then returned to designated place in kitchen.
- 9) Never pour grease or fat down the kitchen sink drains. Place grease in a container or put in garbage containers to be taken to the dumpster.
- 10) Stoves, refrigerators, freezers, microwaves and dishwasher (this includes the insides also) shall be washed and dried with proper cleaner provided by the church.
- 11) DISHWASHER shall be properly cleaned, dried and turned off. (Upon using the kitchen a person or persons will have to be shown how to properly use the dishwasher.)
- 12) Chairs and tables will be properly washed, dried, stacked and returned to storage closet if taken from closet for use or put back in order in dining room.
- 13) All dirty dish clothes, dishtowels, hot pad holders and aprons used are to be laundered and returned to the kitchen and put in proper cabinet by the following week.
- 14) All dishes left by members for a church function should be picked up in a timely manner of the function or dishes will be taken to a local thrift shop.
- 15) NO TAPE, TACKS or NAILS shall be used on ceilings, walls, or floors when decorating.
- 16) Turn off all lights and fans and make sure doors are closed and locked.
- 17) No kitchen equipment (both upper and lower kitchens) shall leave the church property without trustee approval.
- 18) No ice from the icemaker shall leave the church premises without trustee's approval.

- 19) ABSOLUTLEY NO SMOKING OR ALCOHOL IN THE CHURCH PREMISES.
- 20) The Pre-School will have a shelf in one on the new refrigerators in Upper Kitchen.

CHURCH KITCHEN and DINING ROOM POLICY FOR LOWER LEVEL

1) **DONATIONS** *

a) **MEMBERS**

There is no rental charge for a private function (Excluding Wedding and Funerals....see Wedding and Funeral Policies)

b) **NON-MEMBERS**

- A) \$50.00 dollar donation for rental for private function
- B) \$50.00 charge for a congregational member to be present (Hall Coordinator)

c) There will be a \$150.00 damage deposit for both member and non-member for use of the kitchen. Person or persons must sign a PLC contract prior to the event. Peace Lutheran Trustees will refund the deposit upon inspection after function is held.

* Does not include church sponsored functions.

2) **REQUIREMENTS FOR USING PLC KITCHEN and DINING ROOM**

- a) All people or peoples wanting to use the PLC lower level kitchen shall check with the church office to reserve date and time of rental.
- b) A key will be issued by PLC Hall Coordinator prior to the function, whom will be responsible for returning the key after the function.
- c) A designated member of PLC shall be present at all times while kitchen is being used by a non-member.
- d) Rental fees and deposit are due and made payable to Peace Lutheran Church prior to function.
- e) Church related functions including those requiring last minute scheduling (example: funerals) take precedent over private functions even if already reserved.