

Fellowship Hall & Kitchen Use Rules

(As established by the Board of Trustees and approved by Church Council)

- Arrangements need to be made ahead of time with the church office for unlocking and relocking the building.
- Anyone coming in to help you decorate or to work in the kitchen, is asked to "sign-in" on our "WORKERS' COMPENSATION INSURANCE VOLUNTEER WORKER TIME LOG" located on the kitchen counter by the handwashing sink. **NOTE: PLEASE do not relocate the location of this clipboard!!!** There are other clipboards available in other locations for other volunteers.
- Table and chairs can be set up for you ahead of time with advance notice. Otherwise, please reset tables and chairs to the way you found them.
- Remove Lock Bars from emergency exit doors before event and then reinstall later when done with the event.
- Bring your own paper products.
- Wipe up any spills on floors in the Kitchen or Fellowship Hall.
- Sweep up the floors in Fellowship Hall and Kitchen. Broom, dust pan & dust mop are in Vestibule closet.
- Wash any dishes, glasses, utensils, etc. that were used and put them away.
- Wipe down counters.
- If you use any wash cloths/towels, take them home, wash and return clean to the closet.
- Turn Heat or A/C back to original setting before leaving.
- Don't leave left over food behind on counters or in refrigerator. (It has happened before!)
- Make sure the ovens/stoves are **off** and nothing is left in the ovens. (It has happened before!)
- There are **NO provisions for frozen items**. Don't put ice in the refrigerator, it is **not** a freezer. (It has happened before!) If you have anything frozen, **you will need to bring your own cooler**.
- Remove garbage from cans, tie the bags shut and place in outside garbage cans located outside the right emergency doors near the men's restroom.
- Check restrooms for any problems or messes that need cleaned up before leaving. These lights are on motion sensor timers.
- Please take home all your own dishes and other items.
- Turn off all lights when leaving.