

KITCHEN/PARISH HALL USE

- 1. Please reserve with the church office by completing the use application 30 days prior to the event. Church business/events can be cleared with the office staff to be marked on the master calendar.***
- 2. Please clean and return items to cupboard and/or drawers. Cupboards and drawers are labeled.***
- 3. Place all soiled linens in the receptacle labeled for that purpose.***
- 4. Remove perishable items. Any food or beverages left in the refrigerator will be used by the church or disposed of unless labeled for specific use.***
- 5. Take out garbage, put new bags in cans, and recycle cardboard. Garbage bags can be found in marked cupboards.***
- 6. Mop, sweep and/or vacuum floors. Brooms, etc. are kept in the kitchen or in the storage area near the folded tables.***
- 7. Replace all tables and chairs to their original location. Tables are to be folded and chairs stacked (no more than 8 chairs to a stack).***
- 8. Please do not leave dirty or drying dishes or unfilled ice cube trays in the sink. If the dishwasher is used, please follow use directions and return to empty at the required time.***

9. *Make sure all appliances (large and small) are turned off or unplugged.*
10. *Please check that all doors to the outside are locked and lights and fans are off when leaving. The light panel is across from the coat rack, the light in that area remains on. The tape on the switches is to remain, please do not remove it.*
11. *The thermostat is to be set at 60 degrees.*

****If you or your group would like a walk through to locate supplies, light panel, etc., please indicate on the application form. We will be happy to help you and answer your questions.**