

## **Guidelines for Kitchen, Fellowship Hall, and RA Hut (September 2020)**

- All functions requiring use of the Church kitchen, Fellowship Hall, or RA Hut must be scheduled through the church office.
- The party using the facility should clean the kitchen area, utensils, and appliances after each use. The dishwasher may be used but dishes must be unloaded and placed in cabinets.
- Each party should bag trash and empty into outside facility. New bags should be put in trashcans.
- Each party is responsible for discarding leftover food. Any food left in the refrigerator should be labeled and dated. Refrigerator will be cleaned on a monthly basis and freezer on a semi-annual basis.
- Dishtowels should be placed in hamper under the sink after use. Unused dishtowels will be collected weekly for laundering.
- Church kitchen, fellowship hall, and RA hut should be swept and tables/chairs put in proper storage or placement.
- Decorations used for special events should be removed at the end of the event.