

ALL SAINTS' EPISCOPAL CHURCH
KITCHEN USE POLICY

This policy includes all users of the kitchen whether they are church sponsored or rental activities.

1. Adherence to Oakland County Health Department Rules is mandatory. The rules are posted in the kitchen and can be provided to individual groups upon request. Standard Operating Procedures for the kitchen will also be posted. These are essential in keeping the licensing of the kitchen intact.
2. Specific permission to use the kitchen must be granted by the Event Coordinator or a designee. This is to prevent calendar conflicts.
3. All Lessees must sign a contract. Long term lessees must make monthly payments on the 1st day of the month. The payment date may be negotiated. Late payments may result in termination of the contract. Outside caterers will be reviewed by the Event Coordinator.
4. A security deposit equal to one month's rent is required to cover any damages.
5. Lessees should supply their own linens. All Lessee owned materials must be removed at the end of the event. Exceptions may be made with the consent of the Event Coordinator.
6. Nothing should be affixed to the kitchen walls or fixtures with thumb tacks, pins, tape, string, etc. Bulletin boards, a kiosk, and easels are available upon request for such postings.
7. Each kitchen user (including church sponsored activities) must leave the kitchen as clean as they found it. All equipment and food stuffs must be returned to their proper storage location. The floor must be cleaned. Mops and cleaning products are provided.
8. All items provided by the Lessees must be removed at the end of the event (this includes food items).
9. Long term Lessees may not store supplies or equipment in the kitchen unless arrangements are made with the Event Coordinator and adequate space is available.
10. All trash must be disposed of properly. All recyclables must be deposited in the recyclable container.
11. Any problems with appliances or equipment belonging to All Saints' should be reported immediately to the Sexton (this individual will be on site during the event).
12. Lessee will be responsible for damage to equipment beyond normal use.

Kitchen Policy 4-5-16