

## TRINITY CHURCH OF NEW CUMBERLAND

### FELLOWSHIP HALL AND KITCHEN USE POLICY

1. Fellowship Hall and the kitchen will be available for church programs and activities and by request to church members and their families. The facilities are not open to the general public for parties, etc., but may be to ministries/organizations by approval from the Board of Directors.
2. Minors must be supervised by a designated responsible person.
3. Any group using the kitchen for functions outside the ministries and activities of Trinity Church shall provide their own dishtowels, washcloths and refreshments/meals. All those using these facilities must wash dishtowels and washcloths that are used.
4. Set-up and take-down of the rooms will be the responsibility of the persons or group using the room(s).
5. Equipment (dishwasher, gas stove, gas griddle, gas oven, and convection oven) shall only be operated by properly trained responsible persons. Organizers must seek training from the trustees or a representative.
6. All pans, utensils, dishes, etc. which are used for an event must be properly cleaned, dried and returned to their original storage areas.
7. All counter tops, equipment and sinks must be cleaned and/or dried at the conclusion of any kitchen usage. Floors must be swept and mopped. (Brooms and mops available in the janitor's closet located in the entry way.)
8. Signs may be hung in this area with the use of tape but not on painted surfaces.
9. Additional clean up shall be in accordance with the "clean-up" guidelines as stated in the General Building and Grounds policy, to include:
  - (a) Any items attached to floors, walls, ceilings, furniture, windows, doors or other surfaces must be completely removed (including tape residue) immediately following the use of the kitchen;
  - (b) Users are responsible for leaving the kitchen and facility (including adjacent rest rooms, lobbies, corridors, elevator, stairwells, etc.) clean, neat, free from trash and debris (all of which shall be properly disposed of in the parking lot dumpster) and restored to its pre-existing arrangement. If it becomes necessary for the Church to clean up or rearrange the facility or adjacent areas due to the user's failure to do so, additional fees may be assessed and/or deducted from the security deposit.
  - (c) A "Facility Use/Clean-Up Checklist" shall be completed by the responsible person and taken or mailed to the Church office at 415 Bridge Street, New Cumberland, PA.

10. Knives shall be used only with cutting boards. Cutting/slicing directly on countertops or tables is prohibited.
11. All food used for an event should be removed from the refrigerators and/or freezer at the conclusion of any special event.
12. A Kitchen Usage Fee as listed on the General Fee Schedule will be charged to non-church related groups for use of the kitchen and must be paid to the Church office at least 5 days in advance of usage. This fee includes a \$50 security deposit, refundable if/when all procedures listed here are completed satisfactorily.
13. *Reductions or waiver of fees may be considered in special situations, upon written request submitted with the "Application for Use".*
14. Use of the kitchen by caterers for wedding receptions or other events shall be subject to these same policies.
15. Use of Fellowship Hall stage, sound and video equipment is only permitted upon special arrangement with the office and presence of trustee during the event.