

Kitchen and Food Service Policy

General

The church has provided the Kitchen for food preparation, cooking and serving and has equipped the Fellowship Hall for multiple use including food service. Users shall abide by the policies, procedures and guidelines stated herein and by the policies, procedures and guidelines published in a companion document titled **Facilities Use Policy, #079**, which has precedence over this document.

Priority of Use

- Priority One (1):** ARBC services, programs, groups, organizations and activities.
- Priority Two (2):** ARBC sponsored groups and programs.
- Priority Three (3):** ARBC member groups.
- Priority Four (4):** Non-church related non-profit community groups.

Application, Reservations and Calendaring

All users of the Kitchen and Fellowship Hall shall schedule events through the Receptionist/Music Ministry Assistant in the church office. No event or activity is allowed to be conducted until posted to the official master calendar and necessary fees have been paid. Calendar postings for priority one events may be made twelve months or more in advance. Requests for use of the Kitchen and Fellowship Hall for priority two, three and four groups shall be by application of the forms "Request for Use of Church Facilities" and "Waiver of Liability". Priority two, three and four requests should be submitted not less than forty-five (45) days but not more than twelve (12) months prior to anticipated usage.

Security Deposits and Fees

A refundable security deposit shall be required for priority two, three and four users to cover any cost which may be incurred by the church for damages, clean-up, repair, restoration, security alarm responses, etc., caused by the users. Security deposit balances shall be released by the church staff and returned to the appropriate user within two weeks following the event. Key deposits will be returned subsequent to return of the key to the church office.

Sound System Technician

Fellowship Hall sound system users shall have received basic operating instructions for start and stop playback devices and volume adjustment prior to use. The church will provide a Sound System Technician for system operation during an event if requested and paid for in advance by the user. Fees collected for this service shall be paid to the Technician. There is a two hour minimum fee for service.

Kitchen and Food Service Policy

Church Representative

ARBC requires the presence of a church representative during facilities use by non-church related groups. The user group shall pay in advance for the services of this representative as a part of the fees schedule. The selected church representative will be paid the church representative fee received by the church. There is a two hour minimum fee for this service.

Custodial and Clean-up

Users shall provide their own clean-up and custodial service as a condition of use. In the event users fail to leave the premises in an acceptable condition and the church provides clean-up services the user shall be expected to be charged for any cost incurred.

Fees Structure, Per Event/Day

Fees, payable in advance, appropriate to offset the costs of providing Kitchen, Fellowship Hall, contiguous hallways, restroom space, sound system and a church representative are as follows:

<u>Description</u>	<u>Church Member, Church Sponsored</u>	<u>Non-Church Related</u>
Fellowship Hall		\$100
Kitchen, Non-Cooking		\$ 30
Kitchen, Cooking		\$ 50
Sound & Lights Technician, Basic	\$ 20	\$ 20
Sound & Lights Technician, Operation (\$40 minimum)	\$ 20 per hour	\$ 20 per hour
Church Representative (\$40 minimum)	\$ 20 per hour	\$ 20 per hour
Custodial Service, (If required, post event)	\$100	\$100
Security Deposit	\$100	\$100
Key Deposit	\$ 25	\$ 25

Space Considerations

Space, refrigeration, freezer capability and storage are somewhat limited in the Kitchen and due to frequent use by a growing number of users it is important for all users to be considerate of others rights in sharing the facilities. Likewise, because the Fellowship Hall and contiguous areas are needed for church space and to uphold a position of impartiality, the church does not provide storage space for users of the facilities.

Kitchen Committee

The church does not have a food services manager. Therefore, the Kitchen Committee is assigned responsibility for monitoring and managing the Kitchen and food service activities and areas and recommending policies related to this ministry.

Kitchen and Food Service Policy

Wedding Guidelines, #080, are pertinent and unique to wedding activities and are separate from this policy. Fees and guidelines for wedding activities are different from and are not expected to be in agreement with fees and guidelines shown in this policy or its parent **Facilities Use Policy, #079**.

Facilities Use Policy, #079, includes policies, procedures and guidelines for use of the entire plant facilities of ARBC including the building areas covered in this policy.

Kitchen and Food Service Procedures and Guidelines

- Food brought in and temporarily stored must be adequately packaged for protection against contamination and labeled with the name of the owner.
- Caterers hired for church sponsored events shall be permitted by Wake County Environmental Services in accordance with regulations. Proof of liability insurance shall be provided by caterers having more than three employees. Caterers shall not be allowed to fill the roles of group PIC, group leader or church representative during a meal event.
- Because of limited space, frequent Kitchen use and multiple users, food may be brought in not earlier than two (2) days prior to the day of the event. Occasionally, the Kitchen is used on successive days by different users. When this occurs the subsequent user usually would not bring food in until the preceding user vacates the Kitchen.
- Meats shall be properly enclosed to prevent dripping during refrigeration.
- Raw meats should be placed on the bottom shelf during refrigeration to avoid possible drippings from contaminating other foodstuffs.
- The users shall remove leftovers from food and beverages brought in. DUE TO LIABILITY RISK, THERE ARE NO EXCEPTIONS ALLOWED.
- Church groups may leave condiments in the Kitchen or refrigerator but they should be labeled with the group name and date opened. Other users are expected to furnish their own condiments but may leave unused condiments for church use with a label showing opened date. The Kitchen Committee, at its discretion, will periodically dispose of outdated condiments.
- Stovetops and splashboards are to be cleaned and wiped after use.
- Countertops are to be cleaned and left free of clutter.
- Any surface used for meat preparation shall be thoroughly cleaned and disinfected after use.
- All pots, pans and utensils used are to be washed and sanitized with hot water after use and returned to their appropriate storage area.
- Dish towels, potholders and other cloth items to be cleaned are placed in the container under the sink for the Kitchen Committee to wash and return them to the Kitchen weekly.

Kitchen and Food Service Policy

- All trash and garbage shall be removed from the Kitchen and Fellowship Hall immediately after the event and placed in the Dumpster using extreme care to avoid spills. Liners are best left in the cans when transporting garbage to the Dumpster. Any spills are to be tended to immediately.
- Trashcan liners are to be placed in the trash/garbage cans after emptying.
- Bulletin boards, easels, tack boards or tack strips are to be used for displays, menus, policies, rules, instructions, etc. in order for walls, doors, windows, trim, etc. to remain unscarred/unmarred.
- When the Kitchen is used for food preparation and/or cooking, floors are to be cleaned, mopped and disinfected.
- Spills and food dropped on the floor of the food serving area are to be cleaned up and the area mopped as needed in order to leave the area clean.
- Tables, tablecloths, table arrangements, chairs, podium, fencing, etc. are to be placed back in the Fellowship Hall as found unless authorized otherwise. The general rule is "leave it as you found it."
- Church owned Kitchen equipment shall not be used off the church property except with prior approval of the Kitchen Committee.