

# Clear Lake Church of the Nazarene

14310 Galveston Road, Webster, TX 77598

(281) 486-9581

Email: [Staff@clearlakenazarene.org](mailto:Staff@clearlakenazarene.org)

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## Member Kitchen Use Policy

The church kitchen/activity center and equipment may be made available, for use by church members, for personal use, non-business activities that are in accordance with Christian values (i.e., Christian weddings, birthday parties, etc.)

The kitchen must be kept clean and neat at all times, and returned to that condition after each use. In an effort to keep the kitchen in the best possible condition and to make sure it is always fully prepared for each use, you must adhere to the following policy.

### 1. Scheduling:

- 1.1 Members must contact the church Facilities manager to reserve the kitchen. The Facilities Manager shall record the event on the church calendar.
- 1.2 During a church function and if services are in progress in the activity center, where possible the kitchen should remain unoccupied, doors to the kitchen closed and quiet during such service. During this time the side kitchen doorway will be used.

### 2. General Guidelines:

- 2.1 Contact the Facilities Manager if you wish to use any table cloths. Any cloth items used, must be cleaned and returned to their proper place. This includes dish cloths, towels and pot holders
- 2.2 Any condiments used such as, margarine, salad dressings, etc. in the refrigerator or coffee, tea, or drink mixes are to be replaced by the next church service. If any items were purchased, submit a receipt to the treasure accompanied by a copy of the signed reservation form.
- 2.3 If using the stove, griddle and/or the ovens, the exhaust hood must be turned on.
- 2.4 Any dishes brought in for pot lucks, showers, funerals, etc., they must be taken home or returned to the owner. Do not leave any items in the kitchen. Do not leave leftovers in the refrigerator or freezer.
- 2.5 All CLCN dishes, pans or pots, serving utensils used are to be washed dried and put in their proper place.

- 2.6 Coffee pots must be cleaned and used filters thrown away. The stove and ovens must be cleaned of any spills. If the griddle is used it must be seasoned after cleaning with vegetable oil. Empty the grease trap and wipe clean. Do not pour grease down the sink drain. Place all grease in a trash receptacle.
- 2.7 Counters and sinks must be cleaned and clear of any items. Tables are to be wiped and dried.
- 2.8 The kitchen floor must be cleaned of any spills, and then swept. Also sweep the floor of the activity center.
- 2.9 Empty all trash receptacles and take all trash to the dumpster.
- 2.10 Before you leave, be sure to turn off all lights, exhaust hood, and appliances. Do not turn off the refrigerator or freezer. When everyone has left the building, lock the kitchen doors, set the alarm and lock the Activity Center main entrance.

3. Damage:

- 3.1 Any damage, missing items or non-functioning equipment or lighting should be reported to the Facilities Manager.
- 3.2 It is the responsibility of the “User” to replace any equipment, dishes, pans, etc. broken during usage. Other expenses occurred as a result of the damage will be charged to the user.

Thank you for your cooperation and helping us to maintain this facility. Everyone benefits and enjoys a premier facility.

User: (signed): \_\_\_\_\_

Name Printed: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_