

Salem Evangelical Lutheran Church

"Come Receive Grace, Go Share Faith"

417 Salem Church Road, Mount Sidney, VA 24467

540-234-8161 ~ Office@ SalemLutheranVA.org ~ www.SalemLutheranVA.org

GUIDELINES FOR USE OF THE KITCHEN

1. The gas stoves, warming oven (Imagine Center only), and microwave oven are provided for your convenience. They will need to be cleaned after each use.
2. The refrigerators are to be used for short-term storage only. Food items for events need to be labeled and may be stored **no more than 48 hours prior** to the event. **IMPORTANT!!! Any items left in the refrigerator that are not labeled with your name, phone number and DATE TO BE USED will be discarded.** All items remaining following your event will also be discarded, typically within 48 hours following the event date.
3. The sinks are used by many different groups weekly. The sinks are to be cleaned after use. Do not leave items on the drain board or in the sinks for someone else to wash. **It is important that the sinks be kept clean to prevent a health problem from developing.**
4. Coffee makers are available for use. Please provide your own supplies. Filters and grounds are to be disposed of and carafes are to be cleaned after use. Please unplug after use.
5. There is a commercial dishwasher (Imagine Center only) which requires training before use for your event. See a Building Use Coordinator or a member of the Kitchen Committee for training if you wish to use the dishwasher.
6. The trash cans are to be emptied and new liners replaced after each use to avoid attracting ants and rodents. The trash is to be taken away from the property for disposal at the completion of the event.
7. The kitchen floor is to be swept and any spills wiped up. Brooms and mops are next to the dishwasher (Imagine Center), and in the cupboard across from the refrigerator (Social Hall).
8. Guest groups are responsible for providing their own table linens and dish towels. Outside groups may not use church linens. Members may use Salem Church's table linens and dish towels, with Committee permission. If used, members are responsible for laundering table linens and dish towels and returning them within 48 hours. Please inform a member of the Kitchen Committee **in advance** if you would like to use the church's table linens.

Outside Groups - Failure to comply with the Guidelines will result in forfeiture of deposit.

*****OUTSIDE GROUPS PLEASE SIGN BELOW*****

I have read and understand the General Kitchen Instructions above.

Signature: _____ Printed Name: _____

Group Name: _____ Date: _____

Phone Number: _____ (day) _____ (evening)