

# Spring Glen Church Kitchen Usage Guidelines

## **Dishes, Cutlery, Serving Dishes, Pots & Kitchen Utensils for both the Great Hall and Fellowship Room kitchens**

- Spring Glen Church (SGC) is a “green” environmentally-friendly church, and will give preference to groups who share the desire to lower the carbon footprint by not using disposable items, and recycling as much as possible (even if it means washing out recyclable containers). Reduce, Recycle, Re-Use.
- All equipment/dishes used from the Great Hall kitchen may be used only in the kitchen or Great Hall. They may not be used in other parts of the building. Similarly, Fellowship Room items stay in that area.
- Non-SGC groups may use the coffee pots and tea kettles only with prior approval. Coffee pots should only be used in the outlets wired for their capacity (to the left of the main sink on the low cabinet). Immediately notify church if they malfunction. They must be emptied, washed and reassembled.
- Only SGC groups may use SGC dishes or other cooking utensils. Use of dishes can be requested in advance by SGC members renting the kitchen or Great Hall
- Consumable items stored in kitchen cabinets or refrigerators (napkins, plastic cups, coffee, tea bags, and snack foods) are only for Fellowship Hour usage. If needed by another church group for special church events, please make arrangements ahead of time with Fellowship Ambassador Chair so stock can be replenished in time for future events.
- Groups are not permitted to store items overnight in the kitchen or Great Hall without prior discussion with office staff.

### **Refrigerator**

- Food stored in the fridge must be labeled. Only groups that regularly use the space may leave items overnight/week-to-week. Do not think you’re doing any favors by leaving leftovers for “someone else” to eat.
- The fridge will periodically be cleaned without notice, and unlabeled food likely will be discarded.

### **Dishwasher**

- Non-SCG Groups may not use the dishwasher unless they have made prior arrangements for a trained operator to be on site. We prefer for all building users to limit the use of disposables, and recommend renting glasses and plates that can be washed off-site by the rental company.
- Only SGC members trained in operating the dishwasher may run the dishwasher. If the dishwasher does not operate as expected, please immediately notify the church office staff. If you would like training for the dishwasher, please let the church office know in advance, to see if it can be arranged.
- Clean dishes need to be dried and put away. Please bring your own clean dish towels, and take them home.

### **At end of event**

- Garbage cans may not be used without plastic liners.
- All recyclable items must be removed from the building (if they don’t fit into the blue recycling bin in the kitchen). One outside dumpster is labeled for **Recycling** only. Note that recycling is “Single-Stream” so cardboard, aluminum, plastics, and glass can be mixed together – as long as they’re clean.

- Garbage must be removed from the building to the **Trash** dumpster outside at end of event. Do not leave garbage in the cans in the kitchen or Great Hall. Normally the dumpsters are kept locked and the key hangs at eye level on the inside of the exterior doorframe opposite the Men's Room.
- In kitchen and Great Hall: Turn off lights and ceiling fan. Wipe down sinks and counters. Close windows. Turn off dishwasher. Remove all items from dish drainer, and return everything to its original place. Sweep floors of both kitchen and Great Hall. Mop floors if necessary. Broom and dustpan are kept in the back closet of the kitchen. Mop and bucket are in janitor closet on first floor hallway. Leave janitor equipment as you found it.
- Groups are not permitted to store items overnight in the kitchen or Great Hall without prior discussion with office staff. If rental dishes/equipment is to be delivered before event and picked up after, timing must be pre-arranged with office staff.

**Please refer to SGC Building usage policy regarding:**

- Rental Fees
- Sexton/Custodial fees for setup and clean up, including whether there is anyone to hire for cleanup.
- Heat surcharge
- Consumption of alcoholic beverages
- Safe Church Policy

*Last updated Feb 2016*