

KITCHEN and DINING ROOM POLICY Non-members

NON-MEMBERS

- A) \$500.00 dollar donation for rental for private function
- B) \$100.00 refundable deposit for janitorial services

(A designated person from the church shall be present at all times during the rental of the kitchen and dining room.)

B) Person or persons must sign a GHRM Policies contract prior to the event. Greater Hope Restoration Ministries will refund the deposit upon inspection after function is held.

2) REQUIREMENTS FOR USING GHRM KITCHEN and DINING ROOM

- a) All people or peoples wanting to use the GHRM kitchen shall check with the church office to reserve the date and time of rental.
- b) A key will be issued to the GHRM Hall Coordinator prior to the function, whom will be responsible for returning the key after the function.
- c) A designated member of GHRM shall be present at all times while kitchen is being used by a non-member.
- d) Rental donation and deposit are due and made payable to Greater Hope Restoration Ministries prior to function (No personal checks, Bank/debit card, money order or cashiers checks only).
- e) Church related functions including those requiring last minute scheduling (example: funerals) take precedent over private functions even if already reserved. However, we will do everything possible to not interfere with an already scheduled event.

KITCHEN CLEAN-UP REQUIREMENTS AT ALL TIMES

- 1) All countertops shall be cleared, washed & dried. (NOTHING SHALL BE LEFT ON COUNTERTOPS.)
- 2) All perishable items shall be taken home, given away or distributed to charitable ministries. Do not leave food in the kitchen or refrigerators. (This includes condiments)
- 3) All dishes, silverware, utensils, pots and pans, trays, coolers, etc., shall be washed, dried and put away in proper cupboards.
- 4) All coffee pots emptied, washed out, dried, reassembled and placed in proper cabinets.
- 5) All roasters should be emptied, washed, dried; reassemble racks and put away in proper cabinet.
- 6) Floors shall be dusted, moped and wet washed in kitchen and dining room.
- 7) Sinks shall be cleaned and dried.
- 8) Garbage shall be collected and thrown in dumpster. New trash bags should be replaced in wastebaskets and then returned to designated place in kitchen.
- 9) Never pour grease or fat down the kitchen sink drains. Place grease in a container or put in garbage containers to be taken to the dumpster.
- 10) Stoves, refrigerators, freezers, microwaves and dishwasher (this includes the insides also) shall be washed and dried with proper cleaner provided by the church.
- 11) DISHWASHER shall be properly cleaned, dried and turned off. (Upon using the kitchen a person or persons will have to be shown how to properly use the dishwasher.)
- 12) Chairs and tables will be properly washed, dried, stacked and returned to storage closet if taken from closet for use or put back in order in dining room.
- 13) All dirty dish clothes, dishtowels, hot pad holders and aprons used are to be laundered and returned to the kitchen and put in proper cabinet by the following week.
- 14) All dishes left by non-members should be picked up in a timely manner or dishes will be taken to a local thrift shop.



15) NO TAPE, TACKS or NAILS shall be used on ceilings, walls, or floors when decorating.

16) Turn off all lights and fans and make sure doors are closed and locked.

17) No kitchen equipment shall leave the church property without board approval.

18) ABSOLUTELY NO SMOKING OR ALCOHOL IN THE CHURCH PREMISES.