

Reservations for the kitchen have been requested by you/your ministry. In order for the request to be approved, you must read and acknowledge the guidelines below. Once the acknowledgment is received, the facility request will be considered for approval. You are responsible for communicating the guidelines to all those who will be using the kitchen during your reserved time.

## Guidelines for Use of Kitchen

*Ministry Leader is responsible for his/her group's observance of these guidelines:*

- If using the microwave or ovens, the exhaust fan must be turned on and kept on for the entire duration of cooking. **PLEASE TURN ON THE EXHAUST FAN BEFORE COOKING OR BAKING. THE FIRE ALARM WILL BE TRIGGERED IF THIS STEP IS NOT FOLLOWED.** The exhaust fan is located in the kitchen near the door, to the left of the large sink. The exhaust fan must be turned on in order for the AC to respond to the push button on the thermostat.



Press the round black "start"

Turn the round red "stop" button to turn off.

- Dishtowels and aprons that are used must be returned to the kitchen cleaned and folded by the next day or as soon as reasonably possible.
- Food may not be stored in the refrigerator or freezer for longer than 3 days. Food stored in the refrigerator and freezer is to be marked and dated, or will be disposed of properly. Labels are hanging on the refrigerator and freezer doors. Any food left beyond the 3 days will be discarded.
- Floors must be swept and free from debris and boxes.
- Range and oven should be wiped clean. If grill is used, it should be "grill stoned." Contact office for information.
- Stainless sink and counters should be cleaned, wiped dry, sprayed with stainless polish, and dried with cloth after each use.
- After using the kitchen, make sure all fans, lights, and gas are turned off.

Minister: \_\_\_\_\_

Signature: \_\_\_\_\_

Ministry: \_\_\_\_\_

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

OFFICE USE ONLY: Reservation approved:  Notification to user:
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