



## **KITCHEN USAGE POLICY**

CLEAR LAKE PRESBYTERIAN CHURCH  
1511 El Dorado Boulevard, Houston, TX 77062  
281-488-6731

- **Kitchen Access**

In order to maintain compliance with the City of Houston Food Ordinance, only currently certified kitchen managers may have access to the commercial kitchen. A certified kitchen manager must be present for any kitchen access/use. Those who have current certification may get an access code (PIN) from Jared ([jared@clpc.org](mailto:jared@clpc.org)). Any person representing an outside group must submit a letter of determination from the IRS to use CLPC facilities, including the commercial kitchen. (IRS Publication 1828)(State of Texas, Property Tax Code Section 11.18,11.20)

- **Pantry Supplies**

Paper goods, coffee and coffee supplies, coffee maker, plastic cups and flatware and serving utensils are currently located in an unlocked cabinet below the coffee bar in Fellowship Hall. If you need supplies for 25 or more, or need items that are not provided in the cabinets, please contact Jared Simmons ([jared@clpc.org](mailto:jared@clpc.org)) at least two days in advance.

- **Serving Pieces, Dishes, Cups/Saucers, Tablecloths**

These items are available by emailing Jared at least 48 business hours in advance. For ministry groups, there is no charge for these items. The only requirement is that the borrowed items be returned **clean**. Tablecloths must also be returned clean and pressed. The dishwasher in Fellowship Hall coffee bar is available, as well as the washer and dryer in the storage room near the elevator in Capernaum Center.

*Revised April 2013*