

## **Kitchen Guidelines and Cleaning Requirements**

1. All food must be catered in. No cooking in the kitchen is allowed.
2. Use of refrigerators, freezers, coffee makers, utensils and silverware is allowed. (Hard products)
3. All soft products such as plates, paper cups, napkins, paper towel, table cloths etc. must be provided. The church's inventory is strictly off limits.
4. Dish cloths and towels are available for use.

Clean Up: (Use rental checklist as additional help to ensure return of deposit.)

1. All dishes and equipment used must be cleaned and put away.
2. Wipe counters & rinse sinks. Make sure coffee makers are empty.
3. Place towels or dish cloths used in a plastic bag for laundering.
4. Garbage cans must be emptied and garbage disposed of in dumpster in northwest corner of parking lot. In case of leaks, please do not transport bags over carpeted areas. Replacement bags are available in tall storage cupboard.
5. Floors - Wipe up spills and sweep excessive dirt. A broom and dustpan are available in the storage closet under stairway. Door is marked Room #105 in Foyer.