

Rehoboth United Methodist Church

Kitchen & Fellowship Hall Use Policy

Our church community has built this facility and furnishings for everyone's enjoyment. Since there will be many groups using this area, please abide by the following policies. Our major concern is cleanliness and safety.

Kitchen furnishings and equipment are church property and are not to be taken outside the facility or loaned out.

All groups or persons using the kitchen must schedule the use with the church office at least 2 weeks before event. The groups / persons will be given a copy of the Kitchen & Fellowship Hall Use Guidelines that must be filled out and returned to the church with the security deposit and a Kitchen & Fellowship Hall Use Checklist that must be completed and returned to the Kitchen Leader at the end of each event.

You must provide your own paper products, coffee, and other food items. Please limit juice type of beverages to lemonade or apple juice. No colored/powdered beverages allowed.

A member of the RUMC Kitchen Committee must be present at the event. (ServSafe procedures must be followed and carried out by a certified ServSafe member of the Kitchen Committee per the State of Maryland)

The Group / Persons using the Kitchen and Fellowship Hall are responsible for:

- Please do not use unfamiliar kitchen equipment without prior instructions.
- Turn off lights. Lock and check all outside building doors. Make sure the entire building is secure.
- Cleanup
 - Thoroughly clean the kitchen area/stoves/countertops, pots/pans, etc.
 - Sweep and mop kitchen area.
 - Wipe off all tables with damp cloth and sanitize.
 - All garbage must be placed in trash bags in the trash cans with wheels and pushed to the double doors on the side of the fellowship hall. A kitchen committee member will take the trash to the dumpster. The trash cans with wheels are NOT to go outside the building.
 - No leftover food or drink items are to be stored in the refrigerator/freezer. Throw items out or take home. (Exception is ongoing groups using the facility. Mark items with group name and toss-out date. Unmarked items will be tossed.)
 - All dishes/pots and pans/utensils are to be placed in their proper location.
 - Place dish towels in bucket under sink to be laundered.
 - Roll down counter wall divider window.
 - Complete Kitchen & Fellowship Hall checklist form and return to Kitchen Leader.