

REHOBOTH UNITED METHODIST CHURCH KITCHEN & FELLOWSHIP HALL USE GUIDELINES

Each group using the facilities must schedule the activity through the Church Office by an adult (person aged 21 or older) at least 2 weeks before the event. This contact person is to insure that these guidelines are fulfilled and will be responsible for any and all damage, maintenance, and cleaning of the facility which should be performed by the group.

Each group is responsible to return any used space to its original condition.

KITCHEN GUIDELINES:

1. It is the responsibility of the user to clean and return all dishes, utensils, and cookware to proper storage area. Trash bags & cans will be supplied. All trash bags are to be placed 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.
2. All food, beverages, grease, etc. used in the kitchen must be removed by the group and/or the contact person for the group. Please do not leave any food or beverages.
3. User must have instruction on proper use of all kitchen equipment prior to use. Make an appointment with the Kitchen Leader BEFORE the day of the event.
4. Any non - Rehoboth Church Group using the kitchen must provide all supplies used by that group. This includes paper products, utensils, cleaning supplies, dish towels and table linens. Trash bags & cans will be provided.
5. Cooking is not permitted without prior approval. When the stove reaches 200°, the fan will automatically come on along with lights and both fan and lights will turn off automatically when the temperature drops below 200°.

GENERAL GUIDELINES:

1. No furnishings or equipment shall be removed and/or taken to any other part of the building from the Kitchen or Fellowship Hall. All furnishings must be left in the order and location in which they were found.
2. All lights, equipment and appliances must be turned off when leaving the building and all doors are to be locked. Arrangements must also be made with the Kitchen Leader for the security system to be activated after building is locked.
3. Smoking is not permitted on church property at any time.
4. Alcoholic beverages are not permitted on church property at any time.
5. All county laws and ordinances are to be observed.
6. Rehoboth Church is not liable for any injuries or damage to personal property.
7. Appeals for exceptions to these guidelines must be made in writing to the Kitchen Leader who will forward the request to the Board of Trustees at the Trustee's next regularly scheduled meeting.

In case of an emergency, please call 911 and then inform the Kitchen Leader on duty.

We are very proud of our facility. Please treat our building, its interior, equipment, and our staff with respect.

KITCHEN TRAINING QUESTIONS AND INFORMATION:

What is involved in Kitchen Training? How long does it take? What if I do not feel confident to use the equipment even though I have been to a training session?

- If you only plan to serve drinks, you should allow about 30 minutes. In this time, you will learn to use the coffee-carafe and tea machines, where items are stored, what is involved in serving drinks, and what is required for clean-up.
- If you plan to cook and serve food as well, you should plan to attend a cooking/training session. This will take about an hour. You will actually use the cooking equipment and cleaning equipment. By having hands-on training, you will be more familiar with using the equipment when you have your own event.
- If you would like to attend a second training session, you are certainly welcome! If you are not confident that you can use the equipment safely, please be honest and ask for help.

How far in advance do I need to request Kitchen Training?

- As soon as your reservation has been confirmed for use of the kitchen. Even if you are only planning to serve drinks, please reserve the kitchen. This helps us monitor the kitchen use as well as plan training sessions. Scheduling a training session as far ahead as possible helps insure that someone will be available to train you. Two weeks ahead is usually sufficient.

I know how to cook - why do I need to be kitchen trained?

- Our kitchen is a commercial kitchen. Several of the pieces of equipment are not ones you would have in your kitchen at home! Safety and cleanliness are of utmost importance. You need to be sure that you understand the rules.

If I am the kitchen-trained person for my event, must I be in the kitchen for the whole time?

- Yes! There must be a trained person in the kitchen any time it is in use. If your event will be several hours long, you may choose to have several people trained so that you can have shifts. You must be certain to communicate with the next person any information they need so that there is continuity. Those cleaning up need to know where the items should be stored. The kitchen should be left cleaner and in better order than you found it.

If you have questions about kitchen training or would like to schedule a session for kitchen training, please contact the Kitchen Leader, at 301-223-9554.

INCLEMENT WEATHER POLICY:

For weekday activities the church follows the Washington County Public School weekday closing procedures. If schools are closed all day due to inclement weather all church programs and activities will be cancelled. If possible, the church office will be open. If there is a school opening delay all church programs and activities will resume after the school opening time. If schools close early or cancel, weekday evening activities, all church evening programs and activities will be cancelled. For weekend activities please check the RUMC web site, Face Book page or call the office for the latest information.

Renter must abide by the RUMC weather policy in the event of inclement weather. Cancellations outside of this policy are at the discretion of the renter and fees paid may be reimbursed. RUMC cannot guarantee future dates and therefore the re-schedule dates are based upon availability.

I have received a copy of the Kitchen & Fellowship Hall Use Guidelines concerning use of the kitchen, fellowship hall and furnishings of Rehoboth United Methodist Church and agree to abide by them. I will report any known damages to the church office and be responsible for any damages.

Signature: _____

Group Name: _____

Date: _____

Accepted by Rehoboth United Methodist Church:

Signature: _____

Date: _____