

# Good Shepherd Lutheran Church Building Use Policy

Members of Good Shepherd, nonprofit groups, community groups, other religious organizations, and specially-approved groups may use the church buildings (other than the Sanctuary and Day School areas) with prior permission from President of the Congregation Council.

Any group permitted to use the facility will be required to return the building to the same condition they found it. For outside groups, a cleaning deposit check, made out to **Joey Allison, Sexton**, is required in the amount of \$100.00 for a group of less than 75 people and \$200.00 for groups over 75 people. The deposit check will be returned within 5 days if the facility is returned in satisfactory condition. Keys will not be distributed to non-members. **Outside groups are responsible for their own set up. This includes tables and chairs.** If the outside group wishes to have the sexton provide setup, breakdown and/or cleaning services, such arrangements must be made in advance and will be paid for with the deposit check.

**The use of the gas range in the FAB is not allowed without a trained member of GSLC present.**

Any items requiring further attention after the event should be brought to the attention of the responsible group immediately. Any dispute of conditions of cleanliness after use will be decided by the Property Chair and the sexton. If additional cleaning is required, the group will be notified immediately. Additional cleaning will be performed after hours by the sexton. The sexton will be compensated in the amount of the forfeited deposit.

**A member of Good Shepherd Lutheran Church will serve as a sponsor for each outside group which is approved.** That person will be responsible for coordinating with the group, monitoring the use of the facility, and ensuring the building is returned to the proper condition following the event. They shall ensure all HVAC units are set to proper levels and all lights are turned off after the event. The sponsor is responsible for unlocking the facility and ensuring the facility is locked after the event. The sponsor should also ensure the bathrooms are generally clean and check to make sure the building is returned to the proper condition following the event, including tables and chairs. If food is served in the FAB, the floor should be swept and any spills mopped dry.

Good Shepherd Lutheran Church events take first priority, members take second, and all others fall thereafter. Outside events will not be placed on church calendar until approved by Council. All outside groups must be approved on a use-by-use basis each time.

Members and groups of Good Shepherd are also responsible for **general cleaning and returning the room to the same condition as they found it.** The kitchen should be cleaned after each use including the stove. If food is served, **any trash should be removed and tables and chairs replaced as they were found.**

See pages 2 & 3 for Rules & Guidelines for Kitchen.

# Rules & Guidelines for Kitchen

1. Kitchen items belonging to GSLC shall not be removed from the premises. These items are not for loan.
2. You must be trained and checked out prior to using the kitchen. Please see Property committee to be trained.
3. Outside groups are not permitted to cook in the kitchen without a trained GSLC sponsor present. Outside groups are totally responsible for the care and cleaning of the kitchen. A \$200 deposit will be required by outside groups wishing to prepare food. The deposit will be refunded if the facility is left clean. A cleaning fee will be assessed to outside groups who leave the kitchen dirty.
4. Food that is leftover after a meal or special event should not be left in the refrigerator. Leftovers should be donated/given away, taken home, or thrown out. If you must leave any food items in the refrigerator they must be properly labeled with your or your group's name and the current date. Labels will be made available for this. The refrigerator is not intended for long-term storage of any food items. Unidentified items are subject to disposal.
5. Do not store items not intended for Church use in the refrigerator or freezer.
6. Do not leave or store food or beverages under or on top of counters. All food and beverages should be properly sealed, labeled (name and date), and put in the storage pantry.
7. Do not attempt to put large quantities of food in the disposal at one time.
8. Leave kitchen clean:
  - a. Wash and dry all dishes, pots, pans, trays, and utensils. After they have been dried return them to their proper places.
  - b. All countertops should be wiped thoroughly using a disinfectant spray.
  - c. All sinks should be rinsed out and wiped thoroughly using a disinfectant spray.
  - d. Operate the disposal for 2 min prior to leaving.
  - e. Stovetop should be wiped thoroughly using a disinfectant spray.
  - f. The ovens should be left clean.
  - g. The griddle shall be cleaned according to directions.
  - h. All trash shall be taken outside to the dumpster and new trash bags should be put in the trashcans.
  - i. Floors should be swept clean.
9. **DO NOT LEAVE DIRTY LINENS IN THE KITCHEN**. Linens, dish towels and tablecloths should be either taken home washed, professionally cleaned and returned and placed in the appropriate location. All linens are due back before the next event or Sunday whichever comes first. If you chose to have the tablecloths professionally cleaned, it cost will come out of the committee's budget that is hosting the event. If individuals are hosting the event, it is the responsibility of the individual/group to clean the linens and pay the cost.
10. The triple sink is for food preparation and dishwashing ONLY. Hands should be washed at the hand washing station designated for this purpose (beside the rear door).
11. The hood filters are to be cleaned frequently. They can be washed in very hot water or with a pressure washer. Do not operate the stove without the filters in place. If the filters appear to be dirty, please notify Property immediately.
12. Do not use kitchen equipment that you are not familiar with or if you have not been properly trained to do so. (stove top, griddle, etc....)

13. Do not gather in the kitchen area during meal preparation unless you are assisting to prepare or cook the meal.
14. Do not sit on countertops. These areas are for food preparation and food service.
15. Clean up spills immediately. A mop and bucket are located in the hall closet. **Dirty mop water should be disposed either in the toilet or the janitors closet only.**
16. **The exhaust hood shall be used at all times when using the gas range.**
17. **In case of Fire, remain calm.**  
**Walk carefully to the fire alarm pull station located beside the telephone. Pull the handle then exit the building immediately. Move away from the building. The fire system activates an automatic extinguisher system under the hood and the fire alarm. The fire department will be notified automatically. Do not attempt to turn off the exhaust fan. It is connected to the fire activation system.**
18. If the stove fails to light, turn off the burner immediately and wait before retrying to light the burner.
19. Report any malfunctioning equipment or breakage to property immediately.
20. Do not leave unwanted pots and pans or other equipment in the kitchen. If you wish to donate items to the kitchen, please see property.
21. Do not place contact paper in the cabinets. Shelf paper is acceptable. Do not place nails, screws, hooks, or otherwise in the walls or cabinets. Do not place sticky labels or otherwise on or in the cabinets.
22. No flammable materials will be stored in the utility closet where the hot water heater and electrical panels are located.
23. When leaving the kitchen, make sure the stove and ovens are off. Turn out all lights, the exhaust fan and adjust the thermostat and lock the door.