

**CARLISLE UNITED METHODIST CHURCH**  
**MPR Kitchen & Gathering Pantry Use Policy**

*Effective February 24, 2014*

1. A properly trained (by the Church) Responsible Person from your group must be present at all times when the Gathering Pantry, MPR Kitchen, kitchen appliances and/or equipment are used for any reason. The Responsible Person from the group is responsible for food safety procedures during use.
2. Minors must be supervised by the designated Responsible Person in the Gathering Pantry, MPR Kitchen, and/or when using kitchen appliances and equipment.
3. Any group using the kitchen or gathering pantry for functions outside the ministries and activities of Carlisle United Methodist Church, including members using the kitchen or pantry for personal or family activities, shall provide their own dishtowels, washcloths and coffee.
4. Kitchen equipment (dishwasher, gas stove, gas grill, gas oven, convection oven, steam kettle and warmer) shall only be operated by properly trained (by the Church) Responsible Persons. A fee will apply for this training.
5. When equipment and/or appliances (refrigerators, freezers, dishwasher, stove, oven etc.) that are being used for the event are not operational or operating properly the responsible person shall immediately notify the Church representative.
6. All pans, utensils, dishes, etc. which are used for an event must be properly cleaned, dried and returned to their original storage areas.
7. All counter tops, equipment and sinks must be cleaned and/or dried at the conclusion of any kitchen or pantry usage. Floors must be swept and mopped.
8. Additional clean-up shall be in accordance with the following guidelines to include:
  - (a) Any items attached to floors, walls, ceilings, furniture, windows, doors or other surfaces must be completely removed (incl. tape residue) immediately following the use of the kitchen;
  - (b) Users are responsible for leaving the kitchen and facility (including adjacent rest rooms, lobbies, corridors, elevator, stairwells, etc.) clean, neat, free from trash and debris (all of which shall be properly disposed of in the parking lot waste dumpster and recycling dumpster near the base of the parking lot stair tower) and restored to its pre-existing arrangement. If it becomes necessary for the Church to clean up or rearrange the facility or adjacent areas due to the user's failure to do so, additional fees may be assessed;
9. Knives (French, bread, paring, etc.) shall be used only with cutting boards. Cutting/slicing directly on countertops or tables is prohibited.
10. All food used for an event must be removed from the refrigerators and/or freezer at the conclusion of the event.
11. Use of the kitchen or pantry by caterers for wedding receptions or other events shall be subject to these same policies.
12. A "Kitchen Use Clean-Up Checklist" shall be completed by the Responsible Person and deposited in the Church office mail slot at 45 S. West Street immediately following the use of the kitchen

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**Kitchen Use Clean-Up Checklist**

- \_\_\_\_\_ 1. All dishes, pans, and utensils cleaned, dried, and returned to proper storage areas.
- \_\_\_\_\_ 2. All countertops cleaned and dried.
- \_\_\_\_\_ 3. All sinks, including 3-compartment and hand washing sinks, cleaned and dried.
- \_\_\_\_\_ 4. All items from your event removed from refrigerators and freezers.
- \_\_\_\_\_ 5. All equipment (stoves, ovens, steamer, kettle) cleaned and turned off.
- \_\_\_\_\_ 6. Hood fan and lights over hood turned off.
- \_\_\_\_\_ 7. Dishwasher turned off, drained, filter baskets washed and returned to dishwasher tank. Outside of dishwasher cleaned and dried.
- \_\_\_\_\_ 8. Dishwasher sink and countertops cleaned and dried. Racks put in proper storage area.
- \_\_\_\_\_ 9. All kitchen floors swept and mopped.
- \_\_\_\_\_ 10. All trash removed and taken to dumpsters located in parking lot. Clean trash bags put back in trash cans.

**EVENT** \_\_\_\_\_

**GROUP** \_\_\_\_\_

**RESPONSIBLE** \_\_\_\_\_  
**PERSON NAME**

**DATE** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_