

**PROPERTY AND EQUIPMENT
POLICY AND PROCEDURE
MANUAL**

**FIRST BAPTIST CHURCH
WESLACO, TEXAS**

**Approved by Church
March 21, 2010**

**Prepared by
The Building and Grounds Committee**

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1. STATEMENT

- 1.1. The buildings and property of First Baptist Church are considered a means to provide opportunities for the congregation to witness to and serve the community. This Policy and Procedure Manual has been developed in order to insure that the facility is utilized in an effective manner.
- 1.2. Usage of this Manual is to govern all uses of the church property (both real and personal) and facilities. It is intended that these policies will direct the use of the church facilities in a manner that will honor and glorify God and serve to minister to His people.
- 1.3. The terms “facility” or “facilities”, as used in this document, include all property under the control of the church as well as all buildings located on that property. This includes parking lot areas and grounds.
- 1.4. This Policy and Procedure Manual shall not supersede, override, or be in conflict with The Constitution and Bylaws of First Baptist Church of Weslaco.

2. AUTHORITY AND APPROVAL

- 2.1. The Church must act to assure that all uses of the church property are consistent with the mission and purpose of the church. Facilities will not be available to serve for profit activities.
- 2.2. Revisions of the policies of this manual shall be made by the Building & Grounds Committee and approved by the Church.

3. PRIORITY OF USE

Group A: Governing bodies of the church, i.e., Church & Committees.

Group B: Groups established by the church, i.e., Preschool, Basketball league, Youth, Men’s and Women’s groups, etc.

Group C: Groups adopted by the Church, i.e., Scouts, basketball, etc. These groups are accountable to the church, recognized as church sponsored, and support and promote the church in outreach.

Group D: Groups with no recognized identification with the church and not accountable to the church, and with no sponsorship or promotion of the church or its outreach, i.e., civic groups, schools, athletic associates, businesses, or families holding reunions.

- 3.1. Church sponsored groups or church related functions will be given priority in scheduling events and meetings. The first priority is given based on group priorities listed above.

- 3.2 If facility space is available, it can be used for a church member's personal use (i.e., private party), a non-church sponsored event serving a non-profit user, a non-member or outside group requesting the use of the facility for meetings and/or gatherings or weddings (members and non-members) given by church members.

4. SCHEDULING FACILITY USE

Before scheduling an activity requiring a meeting room or other assignment, a request for such space shall be made through the church office, so that all assignments may be coordinated and recorded on the church calendar of events.

5. FACILITY USE CHARGES

- 5.1. Any group that is a part of or sponsored by First Baptist Church may use the church facilities without charge. A fee for the additional amount of custodial effort, utility expense or preparation may be charged for any church sponsored group to offset the expense incurred at the discretion of the staff or the Church.
- 5.2. Non-members or non-profit groups must pay a fee to offset expenses incurred such as additional custodial effort, utility expense or preparation.

| FEES | CHURCH MEMBERS OR IMMEDIATE FAMILY MEMBERS* | NON-MEMBERS/NON- PROFIT GROUPS |
|--------------------|---|---|
| Sanctuary | \$250.00 | \$500.00 |
| Kitchen | \$100.00 per 4 hours | \$300.00 per 4 hours + \$100.00 per hour above |
| Gym | \$100.00 per 4 hours | \$300.00 per 4 hours + \$100.00 per hour above |
| Basement | \$100.00 per 4 hours | \$300.00 per 4 hours + \$100.00 per hour above |
| Foyer Meeting Room | \$50.00 per 4 hours | \$150.00 per 4 hours |
| Small Meeting Room | \$35.00 per 4 hours | \$100.00 per 4 hours |

* Immediate Family Members are Grandfather, Grandmother, Father, Mother, Brother, & Sister

Missionary Groups

| | |
|--------------|------------------|
| 30 or less | \$200.00 a night |
| More than 30 | \$300.00 a night |

Love offerings are accepted over & above these minimums.

Note: Wedding Fees listed in the wedding documents - There are no fees for a Funeral. The above rates are based on a four (4) hour rental. The above fees may be waived at the discretion of the Building and Grounds Committee.

6. FACILITY USE REQUIREMENTS

- 6.1. There will be no use of tobacco products or alcohol on the church property. No one will be allowed in any of our facilities if “under the influence” of any controlled substance. No eating or drinking is allowed in the auditorium.
- 6.2. The use of nails, screws, staples, or duct tape is prohibited in all church buildings. Posters, signs, flyers, etc. may not be mounted on walls, doors, windows or any equipment or structure that may be damaged. They are to be posted only on bulletin boards, cork stripping, or mounted on tripods. Special request can be submitted to the Building and Grounds Committee for consideration.
- 6.3. When using the facilities, return all furniture and moveable items to their original position; pick up trash and throw into dumpster, turn off lights, A/Cs and if necessary, sweep floors. If you are the responsible person with the key, you must lock all exterior doors and make sure all people are out of the facility.
- 6.4. If a Sunday School classroom or other rooms have been reserved on a Saturday night, the user will set-up the room as needed for Sunday morning. A set up plan of the room will be furnished to the user.
- 6.5. The piano and furnishings in the Worship Center cannot be moved for piano recitals or concerts except by permission of the church’s music ministry staff or Pastor.
- 6.6. No skateboards or roller blades are allowed on church premises.

7. USE OF CHURCH EQUIPMENT/PROPERTY

- 7.1. It will be the policy of this church that the materials and equipment of the church be used for ministry functions of First Baptist Church.
- 7.2. If permission is obtained in advance from the staff or the Building and Grounds Committee, materials and equipment may be utilized off-premises for church sponsored events. For periods longer than 24 hours special approval by the staff or the Church is necessary. The requesting member is responsible for security, maintenance and return of the materials or equipment to original place. The staff will keep a record of the materials and equipment checked out.
- 7.3. The use of equipment by non-authorized persons will not be permitted.
- 7.4. The Minister of Music must approve musical equipment use.
- 7.5. Members and non-members of First Baptist Church will not be allowed to borrow or remove any Church property.

8. USE OF CHURCH VAN

- 8.1 The Church van will be registered in the name of First Baptist Church, and in the custody of the Vehicles Committee. The committee must authorize all repairs/or replacements beyond normal service, except for emergency repairs, and be responsible for adequate insurance, license, and annual state inspection.
- 8.2. Use of Church van will be limited to organized groups and activities related to the ministry of First Baptist Church. Van Trip Sheet and Guidelines Form must be filled out and submitted to the Church Office during normal office hours (8:00 am – 1:30 pm). When request is approved, van keys, van trip sheet copy and the gas credit card will be provided.
- 8.2.1. RESERVATIONS: The vehicle may be reserved through the church office on a priority basis on a first-come, first-served basis, and based on priority (Groups A,B,C,D). Contact the Church staff to determine if a group is eligible.
- 8.3. The Vehicles Committee is responsible for maintaining adequate rules and regulations for the van's operation and usage and can restrict any group that is found to be abusive and negligent in its use. Continued operation of/or disposition of the Church van is contingent upon the decision of the Vehicles Committee. The Building and Grounds Committee reserves the right to amend these regulations at any time with Church approval.
- 8.4. The Church van will not be used to transport freight, furniture, or other large or bulky items except for church purposes.
- 8.5. The Church van may not be borrowed for personal use, loaned or leased outside the church. The Building & Grounds Committee can grant exceptions to the rule on special occasions or needs.
- 8.6. The van key is not to be duplicated. Report lost keys to the Church Office.
- 8.7. Passengers are responsible for their personal possessions on all trips.

9. CHURCH VAN DRIVER – RULES

- 9.1. Trips exceeding 200 miles one way require two (2) qualified drivers to be present on the trip if one vehicle is used. If multiple vehicles are taken, one (1) more qualified driver is required than the number of vehicles used.
- 9.2. Any traffic violations incurred while driving church vehicles are the sole responsibility of the driver.

- 9.3. Upon completion of the trip, the driver will fill the fuel tank, and return the vehicle to designated parking area. Vehicle must be returned with interior clean, and all trash removed. Any group failing to clean and/or fuel the vehicle will be charged a cleaning/fueling fee of \$100. Gasoline is to be purchased with the Church's gas credit card.
- 9.4. Driver is to complete a Van Trip Sheet, and lock vehicle before returning the key and credit card to the church office.
- 9.5. Driver and/or group leader will have full authority for keeping order and discipline in the vehicle at all times.
- 9.6. In the event of an accident, the driver shall be responsible for filing appropriate police reports, and reporting any accident to the church office as soon as safely possible. Pertinent emergency telephone numbers are included in the vehicle packet.
- 9.7. A copy of these rules and regulations is to be furnished to all drivers, a copy is retained with Van Trip Sheet reports in the church office, and a copy is furnished to the Vehicles Committee.

10. CHURCH VAN SAFETY

- 10.1. For safety purposes, Emergency Equipment containing a fire extinguisher, first aid kit and reflective triangles are located in the van. The driver should make himself/herself aware of the Emergency equipment location and operation before each trip.
- 10.2. Passenger limitation will be 15, including the driver.
- 10.3. There will be no smoking in the vehicle at any time.
- 10.4. Driver and passengers must keep their seat belts fastened while traveling.
- 10.5. The Church Van is not to be used for towing another vehicle.
- 10.6. Children under 8 years of age or 80 lbs. must be in a car restraint, per State law.

11. RESPONSIBILITY

The Vehicles Committee is responsible for the following:

- 11.1 Maintaining a list of approved Church vehicle drivers that are 25 years or older with a copy of a valid driver's license kept in the church office.
- 11.2. Providing assistance to the Vehicles Committee in supervising the use of the church vehicle in accordance with the Church Van Rules and Regulations as approved by the Vehicles Committee.
- 11.3. Maintaining vehicle reports, trip log sheets, and other records as necessary.

- 11.4. The Chairman of the Vehicles Committee or his or her designee is responsible for coordinating the following with the designated staff member responsible for church van:
 - 11.4.1. Vehicle has been returned to designated parking areas with the interior clean, and all refuse removed.
 - 11.4.2. Vehicle has not been damaged (interior or exterior) by last user.
 - 11.4.3. Fuel tank is full, motor oil at proper level, all tires inflated properly, and fluid level checked in radiator. A Vehicles Committee representative will be selected to perform the duties as outlined in 11.4.4.
 - 11.4.4. Make sure the vehicle is lubricated at proper time, oil changed as required by Operator Manual and exterior washed and interior cleaned, if needed.
 - 11.4.5. Report the vehicle usage and any infractions to the Vehicles Committee and make any recommendations to improve the vehicle operation in the ministry at First Baptist Church.

12. RULES AND REGULATIONS – FAMILY LIFE CENTER (FLC)

- 12.1. Users of the Family Life Center must obtain authorization by submitting a Facilities Request Form.
- 12.2. The person reserving the FLC is responsible for turning off lights, A/Cs and locking up (Check closets, storage rooms, and bathrooms).
- 12.3. All activities must be supervised by an adult (18 years of age or older) approved by the church.
- 12.4. Place all trash in appropriate receptacles before departing and use dust mop when activities are finished.
- 12.5. Appropriate athletic shoes must be worn while playing basketball, and posted suggestions and recommendations to ensure proper use of all furniture and equipment must be observed.
- 12.6. “Horse Play”/roughhousing that could compromise the safety of oneself and/or others or that could result in damage to equipment, walls, doors, or the ceiling is strictly forbidden.
- 12.7. No profanity, alcohol, drugs, or tobacco are permitted in the Family Life Center.

- 12.8. Do not drag tables or chairs across the Family Life Center floor and put all equipment back in its proper place.
- 12.9. A First Aid Kit is located in the church office reception area. Notify the appropriate church staff member in case of injury or emergencies. Complete an Accident Report and provide a copy to the church office and the injured individual or parent/guardian.
- 12.10. First Baptist Church is not responsible for injury or accident occurring while using the facilities.
- 12.11. No athletic equipment shall be taken off the grounds, except for church related functions. Equipment that poses a safety hazard to the user or others such as skateboards, bicycles, roller skates, roller blades etc. shall not be brought into the building
- 12.12. No Petting Zoos allowed in the facility. No animals (other than service animals) will allowed in facilities without prior approval of the Building and Grounds Committee.

13. KITCHEN

- 13.1. The use of the kitchen by organizations or program groups within the church body will be scheduled on the church calendar at the church office.
- 13.2. Request for use of food service facilities must be reserved through church office.
- 13.3. If kitchen equipment or materials are used, a responsible individual must be designated and approved by the Kitchen Committee, or other authorized personnel. This individual will be accountable for the cleanliness, security, and use of the facility and equipment.
- 13.4. If meals are to be prepared in the church kitchen, a member of the Kitchen Committee, or an individual specifically authorized to operate the kitchen equipment, will demonstrate the equipment that will be used to prepare the meal.
- 13.5. All groups, with the exception of church-wide events, are expected to provide consumable items such as plates, napkins, sugar, punch, etc. For church-wide events request needs of paper products to the kitchen committee, or other authorized personnel.
- 13.6. Kitchen equipment and materials are for church functions only and are not to be removed from the kitchen and dining area without approval of the Kitchen Committee.
- 13.7. Sunday School classes, Bible study groups, choirs, etc. are expected to provide their own equipment and refreshments served in their classrooms/gathering areas.

Borrowed kitchen items must be returned to the kitchen after each use.

- 13.8. Groups and responsible individuals are expected to leave the food service area completely clean. Trash is not to be left in the kitchen over night. Place trash in the dumpster located outside the building.
- 13.9. Towels, dishcloths, potholders and aprons must be laundered or placed in the laundry basket.
- 13.10. Wash hands thoroughly before working in kitchen. Use plastic disposable gloves when handling food.
- 13.11. Do not leave leftover food in the refrigerators. The food will be disposed of if left overnight unless church staff is notified that it will be picked up the next day. Any item brought to the church must be taken with you or thrown away.
- 13.12. The food in the refrigerator and freezer may be designated for scheduled events at First Baptist Church. Do not use or remove any of these items
- 13.13. Groups or individuals using the kitchen must complete a Checklist for Use of Kitchen and return it to the church office, or Kitchen Committee.

14. WEDDINGS AND WEDDING RECEPTIONS:

A wedding is one of the happiest and holiest moments in life. As a man and woman join their lives to establish a home, the church rejoices with them and is eager to help make the occasion beautiful and meaningful.

These policies contain information about the guidelines, which have been established by First Baptist Church, for weddings and wedding receptions. Only weddings between one man and one woman will be permitted at First Baptist Church of Weslaco. Our church provides the services of a wedding facilitator (facilitator can be office or pastoral staff) to assist with wedding plans and arrangements as **they relate to the facilities**. Once the date has been reserved through the church office, the facilitator will contact the bride and schedule a meeting to review the policies and specific needs. The facilitator will coordinate activities with sound, lighting and custodial personnel arrange for the building to be open and closed at the appropriate times and will be present during the scheduled events. She/He does not act as a wedding coordinator and is not responsible to contact florist, caterers, photographers or anything other than church related personnel.

Request for use of the building must be cleared in the church office during office hours, Monday- Friday 8:00AM-5:00PM. **Proper forms must be completed prior to the event being placed on the church schedule.**

| WEDDING FEES | CHURCH MEMBERS OR IMMEDIATE FAMILY MEMBERS* | NON-MEMBERS |
|--------------|---|-----------------|
| Sanctuary | \$300.00 | \$600.00 |

* Immediate Family Members are Grandfather, Grandmother, Father, Mother, Brother, & Sister

Other buildings or rooms will be additional fees (page 4). The Pianist fee will be set by the pianist. All applicable fees and a deposit of \$200.00 must be paid within two weeks of scheduling the event. The deposit will be refunded in case of cancellation within two weeks of the event or within one week after the event if no damage or loss occurs. **Failure to begin wedding or wedding rehearsal within thirty minutes of start time will result in forfeit of deposit.** Because of the increasing cost of utilities, the following guidelines have been established. Utilities in the auditorium, fellowship hall and dressing areas will be provided only three hours before the ceremony. **In warm weather, please consider alternate storage for flowers and wedding cake prior to this time.**

Additional utility time is available for an additional fee to be determined according to time of year. You are encouraged to have one of the Pastors of First Baptist Church to officiate at your wedding; however you may chose a Pastor from another Christian church. The wedding facilitator will assist the minister as it relates to the church facility. If choosing one of the ministers at First Baptist Church Weslaco, you will need to schedule a conference at least three months prior to the wedding to meet with the bride and groom. Details of the wedding will be discussed as well as implications of the commitments made in the marriage ceremony. You may call the church office to schedule this conference. **It is common practice to give honoraria to the Pastor for performing the ceremony.** The church wedding is a sacred act of worship involving the blessing of God on the founding of the home. The religious significance of the service should be reflected in the music used. The

music should be appropriate for a church service and must be approved by the wedding facilitator. The wedding facilitator will make arrangements for sound and lighting.

Members of the wedding party are reminded that throughout the rehearsal they are in a holy place dedicated to the worship of God and should act accordingly. Any participant under the influence of alcohol will be asked to leave. Alcoholic beverages are not permitted on church property. Use of tobacco in any form is not permitted on church property. All members of the wedding party must be in place so that the rehearsal will begin at the designated time. The rehearsal should not last more than one hour. The marriage license should be delivered to the Pastor on the night of the rehearsal.

The church nursery is not provided for outside functions and should not be used by the wedding guests.

The wedding facilitator will inform both parties of locations of dressing areas. The belongings of the wedding party should be removed immediately following the reception if the reception is being held at the church or immediately following the wedding if the reception is being held elsewhere. If pictures are to be taken before the wedding, arrangements must be made with the lighting operator.

It is the obligation of the bride and groom to inform their parties of these rules. All buildings and equipment are the property of the church. All users and persons involved shall be expected to care for the property and to conduct themselves in an appropriate manner. The responsible party shall assume full responsibility for the cost of repair or replacement of equipment damaged by the participants or their guests. The church shall not be held liable for any personal injury or property suffered by the reserving organization or its guests. The church shall not be responsible for personal items brought to the church for use in the wedding or reception, nor shall the church be liable for such items lost, stolen or damaged. Rice, birdseed, bubbles or rose petals are not permitted inside the building, but may be used outside the building. Couples are responsible for reading each of the policies and passing that information on to the appropriate florist, caterer or photographer, so that they may be aware of the procedures at First Baptist Church Weslaco.

Weddings may not be scheduled at First Baptist Church on the following days:

New Years Eve or New Years Day

Saturday evening before Easter Sunday

Two weeks before, and the week of Vacation Bible School

Independence Day

Labor Day

Thanksgiving Day or the following weekend

Christmas Eve or Christmas Day

No Weddings should be scheduled after 6:00 P.M. or any time there are regularly scheduled church events.

The wedding facilitator will see that the building is open at the appropriate times. Thank you for considering First Baptist Church of Weslaco as a site for your wedding. Having your wedding here honors us and we will be delighted to assist you in any way.

ATTACHMENT 1

First Baptist Church

WEDDING AND WEDDING RECEPTION REQUEST FORM

Date_____

Name of Person Completing Form_____ Phone_____

Date of Function_____ Day of Week_____ Start Time_____ End
Time_____

Event Description_____

Contact Person (must be present at Function)_____

Facility Requested: _____ Auditorium _____ Fellowship Hall _____ Kitchen

Special Needs (other than lighting and sound system)_____

Special Seating Required_____

Name_____

Address_____

City/State/Zip_____

Phone Number (home)_____ Cell_____

Alternate contact person_____ Phone_____

Disclaimer: I have read and understand the Wedding and Wedding Reception policies and agree to abide by them. I understand that I am responsible for any damage or loss as a result of this function and do agree to hold harmless First Baptist Church Weslaco for any liability which might arise from this function. I understand, First Baptist Church Weslaco is **NOT** responsible for any theft or vandalism to vehicles parked on church property.

Signature of responsible Party

_____ Date_____

**ATTACHMENT 2
First Baptist Church**

FACILITIES REQUEST FORM

Date _____

Name of Person Completing Form _____ Phone _____

Date of Function _____ Day of Week _____ Start Time _____ End Time _____

Name of Group _____

Event Description _____

Contact Person (must be present at function) _____

Phone _____ Email _____

Vehicle/Equipment: Van _____ TV _____ VCR/DVD _____ FLC Screen _____

Main Bldg: Sanctuary _____ Room # _____ Room # _____

Fellowship Hall: Kitchen _____ Fellowship Hall _____

Room # _____ Room # _____ Room # _____

Outdoor Facilities: Parking Lot _____ Volleyball _____ Softball Field _____

Christian Education Bldg: Room # _____ Room # _____ Room # _____

Room # _____ Room # _____ Room # _____

Fee: \$ _____ Amount Paid: \$ _____ Check Nbr: _____ Date Paid: _____

Approved _____ Date _____

Church Administrator

Complete this form and return to the church office for approval before announcement of the event. On-going reservations expire after 1 year. Notify the Church Secretary as soon as possible if your activity or event is cancelled.

Groups are responsible for set-up of tables, chairs, etc., as well as cleanup. Use of sound equipment must have advance approval from the Minister of Music or other appropriate staff members.

ATTACHMENT 3
First Baptist Church
VAN TRIP SHEET

The van must be checked out through the church office during normal office hours (8:00 am-1:30 pm). When request is approved, you will receive the Van keys, this trip sheet, and the church gas credit card.

Before starting the engine, check the oil while the engine is cold and record all pertinent beginning information. Take a visual inspection of tires, lights, and fluid leaks before, during, and after return from the trip. Record all pertinent information when you return the van.

Name of Group _____ Date _____

Number of persons in Van ____ Driver _____ Driver's License # _____

Destination _____

Beginning Mileage _____ Gas Level _____ Oil Level _____

Ending Mileage _____ Gas Level _____ Oil Level _____

Miles Driven _____ Charge per mile (x .40 cents) = _____ Total Charge \$ _____

() Amount Paid \$ _____ OR () Charge to First Baptist Church Account # _____

Please describe any problems you might have had with the Van _____

Please describe any materials used from the Emergency Equipment Bag _____

Notes/Comments _____

1. The church van is limited to organized groups and activities related to the ministry of First Baptist Church.
2. Approved drivers must be 25 years and older with a copy of a valid driver's license on file in the church office.
3. Do not exceed 15 passengers, including driver.
4. All passengers must wear seat belts.
5. Return the van with clean interior and a full tank of gas.
6. Use the church gas credit card to pay for gas or other vehicle expenses.
7. The registration and insurance information are in the van's glove compartment.
8. In case of problems or accidents with the van, call the church staff.

ATTACHMENT 4
First Baptist Church

CHECKLIST FOR USE OF KITCHEN

1. Before leaving the kitchen, initial each item to check you have done the following, and return to the Church Office.
2. Remove all leftovers and clean up spills from the refrigerators. If they are to be used within the next week and can be frozen, put them in the freezer, if not, take them home with you, discard, or give to a charity organization. Remember: Anything left must be properly labeled (the church will provide labels). Never leave coffee or tea. These must be emptied after each meal. No food. Shall be left in the freezer and refrigerator without prior approval of the Kitchen Committee.
3. Dining tables are cleaned, washed and dried.
4. Dishes, glassware, silverware, all cooking utensils, pots and pans - washed thoroughly, rinsed, dried and returned to proper storage areas.
5. All counter area tops cleared, cleaned and sanitized (2T Clorox per gallon of water) and small appliances, (mixers, etc.) cleaned and returned to original/designated area.
6. Sinks- drained, cleaned and rinsed out.
7. Equipment must be turned off (Stove/Ovens, warmers, dishwasher, etc.- turned off) any spills and tops cleaned and cleared of all food and utensils. Make sure the “grease trap/catcher” on grill is cleaned if you use the grill.
8. Trash cans must be emptied and trash liners put back in trashcans. Bags of trash must be taken to the dumpster.
9. Coffee urns- unplugged, emptied, rinsed and dried. Serving coffeepots emptied, washed and dried and stored properly.
10. Serving trays- washed and dried thoroughly, before stacking.
11. Dishwasher is turned off and water is drained from it. Dishes and silverware has been removed and returned to proper storage area.
12. Floor cleaned of any spills- swept and/or mopped. Empty mop buckets outside. Rinse and wring out mop. Do not leave mop in mop bucket. Place upside down in storage area.
13. Make sure pantry is orderly. Nothing placed on the floor. Your designated area should be organized and neat. The “general supply area” is also to be left organized and neat. Make sure any paper goods are closed or wrapped so that they may be used in the future.

14. Used towels, dishcloths and aprons are to be taken home and returned laundered within three days.

15. Fans turned off, lights off and all doors closed.

By doing these things, you are leaving the kitchen, as you would like to find it when you arrive. Thank you for your cooperation in caring for this much needed, heavily used facility.

Group Name _____

Representative's signature _____

Date _____

ATTACHMENT 5
First Baptist Church

RULES FOR KITCHEN USE

Refrigerator

1. Do not leave food (perishable) in the refrigerator unless you have received permission from the Kitchen Committee to pick it up the next day
2. Label with date and name of organization
3. Clean any spills in the refrigerator
4. Do not leave drinks in plastic pitchers
5. Be sure doors are closed securely

Freezer

1. Wrap properly any food stored in the freezer
2. Label with date and name of organization
3. Food stored in the freezer should be used in a reasonable time

Stove

1. Clean any spills on stove or in the ovens
2. Clean the burners when food is spilled, boiled, or splattered on them
3. Do not lay utensils or spill food on solid cooking surface. This section should be cleaned with a vinegar or olive oil and cleaned with the appropriate scrubbing pad, then wiped dry
4. Empty all drip pans and wash
5. Check to make sure all burners, oven hood lights and the fan are turned off

Other

1. Wash and put away coffee pots after each use. Empty coffee grounds
2. Leave nothing in sinks or on counters
3. Wash, dry and put away all dishes, silverware and utensils in designated areas
4. Clean up any spills
5. Sweep floor and mop
6. Place dirty dishcloths and potholders in the laundry basket
7. Take garbage to the dumpster
8. Be sure to put clean bags in the garbage cans

General Rules of Usage

1. See that all doors are locked and all lights are turned off
2. Sign up for Kitchen Use with a Facility Request Form

**ATTACHMENT 6
FIRST BAPTIST CHURCH**

GENERAL CLEANING RULES FOR THE KITCHEN

Refrigerator

1. Do not leave food (perishable) in the refrigerator unless it will be used within one week
2. Label with date & name of organization
3. Clean any spills in the refrigerator
4. Do not leave drinks in plastic pitchers
5. Be sure doors are closed securely

Freezer

1. Wrap properly any food stored in the freezer
2. Label with date & name of organization
3. Food stored in the freezer should be used within a reasonable time

Stove

1. Clean any spills on stove or in the ovens
2. Clean the burners when food is spilled or cooked over on them
3. Do not lay utensils or spill food on solid cooking surface. This section should be cleaned with a little vinegar or olive oil & scrubbed with scrubber (wire covered with handle) and then wiped dry.

Other

1. Wash & put away coffee pots after each use. Empty grounds
2. Leave nothing in sinks or on counters
3. Wash, dry & put away all dishes, silverware & utensils in designated areas
4. Clean up any spills
5. Sweep floor & mop
6. Place dirty dishcloths & potholders in the laundry basket
7. Take garbage to the dumpster
8. Be sure to put clean bags in garbage cans

General Rules of Usage

1. See that all doors are locked and all lights are off
2. Sign up for Kitchen Use with a Facility Request Form