

St. Barnabas Catholic Church
Kitchen Use Policy
Effective 04/25/2013

St. Barnabas invites organizations that are using our facilities to also use the kitchen for their events. However, it is important that they understand what is expected of them.

- 1) Any food or beverages that your group expects to consume should be brought with you. Any food or beverages currently in the kitchen are designated for other use. Please do not use our supplies and leave us lacking when we expect it to be there.
- 2) Please remove from the premises all food and beverages that you have brought with you. Do not leave any in the refrigerator or on the counters.
- 3) Parish organizations with fewer than 12 members may use paper products and other consumables from the kitchen. All larger parish organizations and non-parishioners must receive permission from staff prior to the event to use paper products, or just plan to bring your own. This includes all consumables such as plates, cups, napkins, plastic ware, to go boxes, and paper towels. If you want the church to provide these items, please indicate in #9, and you will be notified of the cost.
- 4) Larger organizations may use the dishes in the back, right closet and the silverware in the drawers up front. However for sanitary reasons they must be washed in the dish washer. Please contact a staff member prior to the event for help with the dish washer. Any dishes or utensils used must be **washed, dried, and put away**.
- 5) All prep utensils, bowls and pans that are used must be **washed, dried, and put away**. If they will not fit in the dish washer, please use the large sink in the back on the right to wash them.
- 6) All surfaces used must be wiped down and left in the condition they were in when you arrived. This includes stove, sinks, and all counter tops.
- 7) Large groups must empty filled trash cans. Take filled trash bags to the dumpster in the parking lot. Note that one trash can is for recycled glass, plastic, and cans only. There is a separate dumpster for the recyclables. Additional trash can liners are in the back closet on the left. Note: **Nothing** is to be left outside the patio kitchen door.
- 8) Be sure to turn off stove, fans, and all appliances before leaving the kitchen. Note: When making coffee, please push the "Start" button only once and make sure you start with an empty pot, or it will overflow. Directions for use of all appliances are in the three ring binder on top of the microwave. If you have questions, please contact a staff member.
- 9) Please note that a fee may apply for use of the kitchen.
- 10) Please list below all that you expect to need in the kitchen including any appliances, dishes, bowls, pots and pans, utensils, or consumables.