

## Policies for Kitchen Use

- 1. The food and paper products in the kitchen are for the ministries of this church. Those who use the kitchen, other than ministries of the church, should bring their own food and paper products. Any products used should be replaced.
- 2. Any dishes or kitchen utensils that are used should be cleaned and put away.
- 3. Please dispose of all food and drink. Do not leave food or drink in the refrigerators.
- 4. Wipe off all counters and appliances. Used towels should be placed on the counter next to one of the sinks.
- 5. Please make sure that all refuse is placed in the garbage cans. Corrugated cardboard must not be placed in the garbage. It should be broken down, stacked, and placed next to the garbage cans.
- 6. If it is broken, it should be replaced.
- 7. Please make sure aluminum cans are disposed of in the blue recycle bin.
- 8. If you encounter any problems with electrical appliances, plumbing, or anything else in the kitchen, please notify the church office.
- 9. If ice is used, it should be replaced.
- 10. Make sure all appliances are turned off or unplugged, such as stoves, coffee pots, etc.

I/We have read these policies and agree to abide by them

 Signature
 Date

 Signature
 Date

 Please email assistant @halfwaycreek.org\_if you have questions.

 W6016 County Road W
 Holmen, WI 54636
 608-526-3701

one drive: halfway creek Lutheran/documents/building/building use kitchen policies.doc Updated: May, 2018