

## KITCHEN USE POLICY

Bethel has a full service commercial kitchen.

Access to the kitchen requires a church designated Kitchen Consultant.

### FEE SCHEDULE

The fees listed below must be paid in advance and are in addition to Fellowship Hall fees.

Kitchen (Limited Use up to 8 hours) – Non Member	\$100.00 refundable deposit \$50.00 use fee
Kitchen (Full Use up to 8 hours) – Non Member	\$200.00 refundable deposit \$200.00 use fee plus \$25/hr Consultant fee
Kitchen (Limited Use up to 8 hours) – Member	No use fee
Kitchen (Full Use up to 8 hours) – Member	\$100.00 use fee <b>Kitchen Consultant required</b>

**Limited Use:** This includes use of the refrigerators, ice machine and tables to organize and issue food. Preparation or heating of food is not permitted.

Meeting with a Kitchen Consultant is required to cover cleaning and other responsibilities in accordance with the "Kitchen Checklist".

**Full Use:** This provides for full use of our kitchen.

**Heating up or preparing a full meal** *is authorized only in conjunction with a Kitchen Consultant.*

Proper operation and cleaning of the kitchen and equipment will be directed by the

Kitchen Consultant but is **NOT** the Kitchen Consultant's responsibility \*\*.

For non-church activities, a \$200 use fee is required plus a \$200 refundable deposit.

\*\* Refund of \$200 deposit, is based totally on discretion of the Kitchen Consultant.

### Kitchen Consultant Responsibilities and Hourly Consulting Rate

- Kitchen Consultant must meet with "responsible person" for any event involving any use of the kitchen to understand the level of usage (Limited / Full) and will be compensated, based on consultant rate, for that meeting.
- Kitchen Consultant must always be in the kitchen during any event that "**Full Use**", as described above, is required and will be compensated based on consultant rate.
- Kitchen Consultant rate is charged during planning, training, kitchen management, cleaning, or any other activity connected to a specific event that consulting time is required.
- \* Kitchen Consultant rate - \$ 25.00/ hour
  - \* Consultant time includes preliminary meetings and Kitchen management.
  - \* If Church Caterer is hired, separate fees apply as set and contracted for.

### Kitchen Cleaning Checklist Requirements ("Limited Use"):

Groups handling any food in the kitchen, even just cookies on trays, must sweep and wet-mop the floor before leaving. Refrigerators if used must be cleaned. Clean all surfaces, utensils and equipment. Use the appropriate cleaning agents, rags and towels provided. Leave the kitchen clean and in good order. Follow all instructions on the "Kitchen Checklist." Towels, brooms, cleaning agents, and mops are provided by the church.

\*\* If kitchen is not cleaned based on "Kitchen Checklist" \$200 deposit will be forfeited.

**Trash Removal:** Remove all leftovers from the premises. If trash cans are used, they must be emptied in the dumpster. Trash cans should be emptied in the outside dumpster and returned. Ensure all trash is placed in the dumpster located behind the church.