

## **Gloria Dei Lutheran Church Kitchen Usage and Expectations**

**~Use of the kitchen requires an orientation and instruction prior to use.~**

Clean up of the kitchen is the user's responsibility. Users should leave the kitchen as clean as they found it. Use of the kitchen includes access to all available equipment and dishware. Use of the commercial dishwasher and large coffee urn by approval only—training required.

1. One person must be in charge of the kitchen throughout the entire event.
2. Please ensure GDLC equipment does not get mixed in with personal items brought in by the user group.
3. Church supplies are not to be used except for church sponsored activities. Please bring your own coffee, foil, paper products, etc. for your event.
4. If user wishes to utilize the church's dishes, flatware, pans, etc. the user is responsible for cleaning all items and returning them to their original location. Cupboards and drawers are labeled. (Please do not put away wet water pictures or coffee pots with the lids on them.)
4. Any items stored in the kitchen before an event should be clearly marked and removed immediately after the event.
5. Sanitize all tables and counter tops before and after use.
6. Wipe off refrigerator, stove, sinks, dishwasher, etc. if used.
7. Make sure all coffee pots, dishwasher, etc. are unplugged/turned off. Turn off faucets by the dishwasher to remove water pressure from the sprayer.
8. Please make arrangements for leftover food.
9. Please leave trash and recycling in provided containers. Please recycle!
10. If you used our towels or dishcloths, please take them home to wash and return them within 72 hours.
11. Table linens may be used by members only. Dirty tablecloths are to be washed and returned to their hangers within 72 hours.
12. Sweep floor as needed and clean up (or report) any spills. (Broom, dustpan & carpet sweeper are located in the storage room in the fellowship hall.)
13. All personal items and decorations must be removed from the church when event is completed.
14. The person who is in charge of the kitchen is responsible for making sure the entire kitchen is clean, orderly and items are returned to their proper place before you leave and to be sure no GDLC property is mistakenly taken out of the building.
15. Report any problems or damage to the church office staff.
16. Please turn off all lights.

The Gloria Dei Lutheran Church (GDLC) kitchen is not a licensed kitchen.  
All property and appliances are provided on an "as is" basis.