

# Clear Lake Church of the Nazarene

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## Non Member Kitchen Use Policy

The church kitchen/activity center and equipment may be made available, for use by church members or the general public, for personal use, non-business activities that are in accordance with Christian values (i.e., Christian weddings, birthday parties, etc.)

Kitchen/activity center use will be scheduled through the church office and the Building Coordinator. **The Building Use Statement** for facility use, one time, weekly, or monthly must be completed and signed to process. Processing of the application may take up to 30 days.

The kitchen must be kept clean and neat at all times, and returned to that condition after each use. In an effort to keep the kitchen in the best possible condition and to make sure it is always fully prepared for each use, you must adhere to the following policy.

### 1. Scheduling:

- 1.1 Contact the Church Office to obtain a copy of the Building Use Statement and to reserve the Kitchen. The Building Coordinator shall record the event on the church calendar. An Event Leader will be assigned and a moderate damage deposit is required

### 2. General Guidelines:

- 2.1 Disposable supplies that are in the kitchen are to be used for church functions only. The User will supply all items necessary for their function.
- 2.2 Contact the Building Coordinator if you wish to use any table cloths, towels, etc. There is a charge required for cleaning.
- 2.3 Any condiments necessary for your function, such as, margarine, salad dressings, salt & pepper, etc., are to be provided by the user.
- 2.4 If using the stove, griddle and/or the ovens, the exhaust hood must be turned on.

- 2.5 Any dishes brought in for pot lucks, showers, funerals, etc., they must be taken home or returned to the owner. Do not leave any items in the kitchen. Do not leave leftovers in the refrigerator or freezer.
- 2.6 All CLCN dishes, pans or pots, serving utensils used are to be washed dried and put in their proper place.
- 2.7 Coffee pots must be cleaned and used filters thrown away. The stove and ovens must be cleaned of any spills. If the griddle is used it must be seasoned after cleaning with vegetable oil. Empty the grease trap and wipe clean. Do not pour grease down the sink drain. Place all grease in a trash receptacle.
- 2.8 Counters and sinks must be cleaned and clear of any items. Tables are to be wiped and dried.
- 2.9 The kitchen floor must be cleaned of any spills, and then swept. Also sweep the floor of the activity center. Cleaning implements may be found in a closet located in the Men's room. A list of cleaning supplies and locations of each item is posted in the kitchen,
- 2.10 Empty all trash receptacles and take all trash to the dumpster. Replace trash receptacle liners.
- 2.11 Before you leave, be sure to turn off all lights, exhaust hood, and appliances. Do not turn off the refrigerator or freezer. When the Event Monitor verifies that everyone has left the building, the monitor will lock the kitchen doors, set the alarm and lock the Activity Center main entrance.

3. Damage:

- 3.1 Any damage, missing items or non-functioning equipment or lighting should be reported to the Event Leader. Any damage noted upon entry should be immediately reported to the Event Leader who will record the damage.
- 3.2 It is the responsibility of the "User" to replace any equipment, dishes, pans, etc. broken during usage. The damage deposit will be used for this purpose but does not define the limit of responsibility. Other expenses occurred as a result of the damage will be charged to the User.

Thank you for your cooperation and helping us to maintain this facility. Everyone benefits and enjoys a premier facility.

User (signed): \_\_\_\_\_ Date: \_\_\_\_\_

Name Printed: \_\_\_\_\_ Phone Number: \_\_\_\_\_