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a church for the cities

Kitchen Usage Agreement

UPDATED: MAY 2015

Please consider the following policies and procedures regarding the usage of FBW Kitchens. It is intended that these policies will direct the use of the kitchen facilities in a manner that glorifies God and serves to minister to His people. It is our hope that you find and leave the Kitchen Facilities in a manner that is honoring to God's church.

SCHEDULING EVENTS

Before scheduling an activity requiring use of an FBW kitchen, a request for the space will need to be made by completing an [Event Request Form](#). Requests will be reviewed and approved by the Facilities Administrator. Due to multiple rentals in a day, your reservation is for a specific time period.

RATES

Members, Growth Groups, and members of the community are eligible to reserve the Kitchen Facilities. Rates for Kitchen Facility Rentals are as follows:

Main Campus Kitchen

Members/Growth Groups \$25.00

Non-Members/Community \$50.00

Cleaning Fee All \$25.00

Event Center Kitchen

Members/Growth Groups \$50.00

Non-Members/Community \$150.00

Cleaning Fee All \$50.00

All rates listed are for 4 hours (1/2 day). Rates double for full day rentals. A general cleaning fee is charged for all kitchen rentals. Excessive cleaning following an event will be invoiced at a rate of \$50.00 an hour, in addition to any actual damages to the facility.

CARE AND USE

Cleaning: It is expected that the kitchen will be left in the same clean condition as provided. A general cleaning fee is charged for all rentals in order to help offset the rising cost of waste maintenance, water, and energy. The food service area should be completely clean. Trash should be removed after all events. Dumpsters are located outside of the Main Campus kitchen, and/or outside the Event Center back doors.

Equipment: Kitchen equipment and materials are for church use and are not to be removed from the kitchen area. Renters who remove equipment, materials, or supplies will be directly responsible for the care and return of such. Unreturned items will be invoiced at replacement costs.

Hygiene: Wash hands thoroughly before working in kitchen. Use plastic disposable gloves when handling food. Hairnets are available for use. Hairnets are strongly suggested for food service events.

Laundry: Towels, dishcloths, potholders and aprons are to be left in the green laundry basket under sink. These will be picked up, washed and returned after each event. Please do not remove from kitchen.

Labeled Food: The food in the refrigerators and freezers are designated for various FBW ministries. Please do not use the food in the refrigerators or freezers without prior approval. Unlabeled food will be discarded.

Storage: Do not leave leftover food in the refrigerator or freezers. Unfortunately FBW does not have the capacity to store food for events or caterers. Any food left overnight following an event will be discarded.

CONSUMABLES

All users are expected to provide consumable items such as plates, napkins, plastic ware, tea, coffee, sugar, punch, etc. Tea and coffee are not provided as part of your event fee without additional consideration. Please request this at the time of your reservation if needed.

Growth Group classes, Bible study groups, choirs, etc. are expected to provide their own equipment and refreshments served in their classrooms/gathering areas. Borrowed kitchen items must be returned immediately to the kitchen after each use. Items taken from the pantry must be marked on the check-out list for proper accounting and reordering. Tea and coffee are generally not provided for growth group and bible study gatherings, with the exception of Sunday worship. If needed, please email Carol Lujan at carol@churchforthecities.org.

KITCHEN TRAINING

First Time Users: First time kitchen users must contact Carol Lujan at carol@churchforthecities.org prior to your kitchen event. A **Food Handlers license may be required**.

Users: If kitchen equipment or materials are used, a responsible, trained individual within the group using the kitchen must be present at all times. This individual will be accountable for the cleanliness, security, and use of the facility and equipment.

If meals are to be prepared in the church kitchen, an individual specifically authorized and trained to operate the kitchen equipment, will demonstrate the equipment that will be used to prepare the meal.

CATERING

FBW welcomes caterers for your events. All policies and procedures contained in this Kitchen Usage Agreement, as well as the FBW Facilities Usage Agreement, apply to your caterer while on our premises. **Please note:** due to reservations being confirmed with you, the renter, and not the caterer, renters will be responsible for caterers in the kitchen and invoiced appropriately for any damage, missing items or excessive cleaning.

QUESTIONS

Assistance: Should you need assistance on the day of your event, please contact our Facilities Administrator at (469)207-0926.

Training: Should you need assistance with kitchen training, please contact Carol Lujan at carol@churchforthecities.org.



KITCHEN CLEANING CHECKLIST

Below is a helpful checklist to review before exiting the Kitchen after your event. This checklist is also posted in the Kitchen Facilities.

- Dining tables and café counter cleaned, washed and dried.
- Dishes, glassware, silverware, all cooking utensils, pots and pans - washed thoroughly, rinsed, dried and returned to proper storage areas. Dishwasher is turned off and water is drained from it.
- Serving trays- washed and dried thoroughly, before stacking.
- All counter area tops cleared, cleaned and sanitized (2T Clorox per gallon of water) or Clorox wipes. Sanitizers may also be used. This includes backsplashes. Any appliances, (mixers, etc.) cleaned and returned to original/designated area. Make sure food and/or drippings have not fallen on the shelves below the prep tables. If so, wash as needed.
- Sinks- drained, cleaned and rinsed out.
- Equipment turned off (Stove/Ovens, warmers, dishwasher, etc. turned off). Clean any spills on stove tops or in the oven or griddles/grill. Make sure the “grease trap/catcher” on grill is cleaned if you use the grill. Pull out the pans under the stove top to be sure there are no spills on them, wash as needed.
- Coffee and/or tea canisters unplugged, emptied, rinsed and dried. Serving coffeepots emptied, washed and dried and stored properly.
- Doors to refrigerators and freezers properly closed.
- Floor cleaned of any spills swept and/or mopped. Empty mop buckets in utility room area. Rinse and wring out mop. Do not leave mop in mop bucket. Place on hanging rack in storage area.
- The pantry area should be kept orderly and neat. Nothing placed on the floor. Make sure any paper goods are closed or wrapped so that they may be used in the future. Items should be returned to designated labeled areas.
- Used towels, dishcloths and aprons are to be left in the green laundry basket under sink.
- Remove all leftovers and clean up spills in the refrigerators. Remember any food left in refrigerators or freezers will be discarded by staff. Excessive cleanup will result in additional charges.
- Trash cans emptied and trash liners put back in. Trash taken to the dumpster.
- Fans turned off, lights off and all doors closed.
- Sign out checklist in Kitchen MUST be signed by renter and dated.

Thank you for keeping the FBW Kitchens in the condition you would like to find them.