

ADVENT United Methodist Church
Christian Life Center
Kitchen Rules and Guidelines
(Adopted by Advent Trustees 11/27/2007)

1. To ensure safety for all, there are two categories for use of the kitchen and equipment:
 - A. **Limited Access:** defined as use of the kitchen area, ice maker, refrigerator and freezer.
 - B. **Full Access:** defined as use of all kitchen equipment.
2. Only persons over 18 shall operate any kitchen equipment including but not limited to the stove, range and dishwasher.
3. Groups needing or requesting full access to the kitchen should have a responsible member trained on the correct use of all equipment prior to the event.
4. Groups using the kitchen should only use the areas of the kitchen they have requested.
5. Any one under the age of 16 should be supervised while working in the kitchen and received authorization.
6. For groups using the kitchen on a regular basis:
 - A. All goods stored in cabinet or pantry should be labeled. Otherwise it will be considered usable by other groups within the church.
 - B. Use only storage area designated for your group.
7. Ice is for the use of fellowship groups using the CLC only. Ice chests or coolers should not be filled for personal use without prior approval from the church office.
8. Do not store items beside or behind the refrigerator and freezer.
9. Use of tobacco products or alcohol is forbidden
10. Questions regarding use or problems with any kitchen equipment should be directed to the church office.
11. Plastic food service gloves which are provided must be worn when preparing or serving food.
12. Pets (except for service animals) are not allowed in the kitchen/dining area.
13. Person(s) authorized and responsible for using the kitchen should follow the CLC Kitchen Use Clean Up Check Sheet.
14. In accordance with the Book of Discipline, the pastor, or designated staff member will have final authority to interpret the rules and guidelines established by the Trustees. They are to handle any situations not covered by these rules and regulations.

Violation of any of these rules or unauthorized use of or entrance to the building may result in suspension of the privilege of using the facilities.