



VICTORY LIFE

— CHURCH —

Kitchen Use Policy

1. Everyone must fill out a Facility Request form available in the copy room, and return it to the main office. This avoids overbooking.
2. Put everything back where you found it.
3. If your group borrows anything from the kitchen, please return it clean and in good condition. There is a sign out sheet by the hand sink. We don't know where to go looking for it if you borrow it.
4. Leave the kitchen clean! Do the dishes and laundry. There are cleaning supplies located in the kitchen cabinet above the sink.
5. Only trained and authorized users may use the commercial oven and chiller.
6. The louvered doors in the kitchen windows are fire doors and will lower quickly to prevent smoke damage and the spread of fire. Please do not place anything larger than an appliance cord directly under the doors.
7. Don't leave any food in the refrigerator; it does get dumped. There are bags and containers to put any leftovers in and distribute to your group to take home and use so it won't go to waste.
8. Don't put items on the Victory Garden side of the refrigerator; it is against Health Department regulations.
9. If you are having a church related (a baby/wedding shower or anniversary party) function, please check before buying- i.e. butter, cream, ketchup, plates etc. Again, we don't want to be wasteful. It is your responsibility to provide what you will need for any non-church related events.

10. Please don't purchase large bottle of ketchup, mustard and mayo. They will go to waste. Individual servings in a condiment packet are a better purchase and use of resources.
 11. Everything left in the kitchen must be marked with your group name, or it will be donated to the food pantry. We will buy as we need and don't need the extra food stored in the kitchen. Any dishes and utensils left in the kitchen will be donated to Good Will.
 12. Please make sure that the vent hood, oven, lights, etc. are turned off when you leave. If you are leaving after normal business hours, please lock the kitchen door and make sure the exterior doors are locked as well.
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I, _____, the undersigned, understand and agree to the Kitchen Use Guidelines as set forth by VLC.

Signature of Renter

Date

VLC Representative

Date