

## **DIRECTIONS FOR USE OF CHURCH DINING ROOM AND KITCHEN**

**Make sure your caterer has a copy of this list.**

Please put all garbage, waste and recycles in proper cans. **DO NOT LEAVE WASTE OR BOXES THAT CANNOT BE PUT IN CANS.** Our disposal service covers only what can be put in the cans. Lids must be firmly in place after each use of can. Any spilled garbage must be cleaned up immediately.

No dishes or utensils are to be removed with leftovers. Please take away everything you brought (decorations, food, boxes, etc.) after use. The Kitchen and Dining Room should look as they did when you arrived.

### **CHECK LIST**

Before leaving, check the following (Security Deposit will be refunded ONLY if the following requirements are met):

- Everything you brought in has been removed.
- All equipment properly cleaned (including sugar and cream bowls) and returned to the appropriate cupboard.
- All decorations carefully removed and taken with you.
- Coffee makers washed, and water and gas turned off.
- Small garbage cans emptied, washed and drained.
- Any breakage left on the serving window counter for accounting.
- Garbage and recycles in proper containers.
- All leftover food removed. **DO NOT LEAVE IT!**
- Sinks cleaned, and all dish towels spread to dry .
- All stove and oven burners and pilot lights turned off.
- No dishes or utensils removed.
- Any spilled material cleaned up, and Kitchen floor mopped.
- Serving window closed.
- Heat thermostat in Dining Room turned off.
- All lights off:  Entry  Kitchen  Hall  Veranda  Rest Rooms  Dining Room
- All doors locked:  Kitchen Door  Doors & Veranda(s)  Outside Doors

Additional charges will be made against the Security Deposit:

- If facilities are used longer than the agreed-upon time.
- In the event of breakage or unacceptable cleanup, necessitating the need for further custodial service.
- If the noise curfew at 10 p.m. has not been observed.