

KITCHEN & MULTI PURPOSE ROOM USE POLICY & PROCEDURES

Approved by Calvary Life Leadership Team: November 13, 2017



Calvary Life Family Worship Center
174 East Johnson Ave
Cheshire Ct. 06410
203-272-1701

Table of Contents Page

Statement of Policy	1
1.0 Groups Eligible to Use Calvary Life Building Facilities.....	2
2.0 Groups Ineligible to use Calvary Life Building Facilities	2
3.0 General Policies	2
3.1 Reservations.....	3
3.2 Guests.....	3
3.3 Food and Beverage	3
3.4 Animals	4
3.5 Lost and Found.....	4
3.6 Cleaning and Maintaining Facilities	4
3.7 Storage	4
3.8 Decorations.....	5
3.9 Specific Room Usage.....	5
3.10 Temperature Control.....	5
3.11 Audio/Visual	6
3.12 Building Lockup	6
4.0 Kitchen Use Policies	6
5.0 Safety, Security, and Fire Prevention.....	7
Appendix – Fee Schedule.....	8

Statement of Policy

Significant amounts of time and financial resources have been invested in the building of Calvary Life Family Worship Center by generous contributions from its members and attenders. This facility is a tool to be used to make an eternal impact in the lives of people in our community.

We desire to ensure that the Kitchen and Banquet Hall is:

AVAILABLE to effectively carry out the needs of our ministries, members and our community through scheduling.

PROTECTED against loss or misuse through risk management.

MAINTAINED to extend the life of the facility through respectful use and proper maintenance.

This policy encompasses all functions requiring kitchen and banquet hall facilities within the normal ministry of Calvary Life and outside activities as well. The use of the Kitchen and banquet hall must be in accordance with the desires of Calvary Life Leadership.

The following are general building guidelines and procedures for Calvary Life and are expected to be followed by all members, regular attenders and guests of the building. Calvary makes its banquet facilities available to individuals and groups in the community whose activities are consistent with the church's mission.

It is neither the intent nor purpose of Calvary Life to realize a profit when allowing the use of the church building. However, there are certain expenses and costs that are incurred (such as custodial services, security, heat, electricity, water, gas, and the general maintenance of the building) which may justify a fee. Therefore, a fee schedule for the use of various areas of the building is necessary (see attached fee schedule).

Calvary Life Family Worship Center desires:

- that the church facility be used for the glory of God.
- to see the building used to reach our community for Christ.
- that all-church events will take priority over individual ministry events.
- that ministry events will take priority over non-ministry events.

The following policies and procedures have been created to meet these desires.

Calvary Life reserves the right to refuse the use of its facility to anyone.

The Pastor, Church Council and/or Management Team reserves the right to make exceptions to and/or changes to this policy when it is deemed necessary for the protection and well-being of Calvary Life Family Worship Center.

1.0 GROUPS ELIGIBLE TO USE Kitchen and Banquet FACILITIES

CATEGORY A: CLFWC Ministry Events

Activities sponsored by CLFWC ministries. Requests for these activities must be scheduled through the appropriate ministry leader. Category A events may be scheduled up to 12 months in advance. *(For example: Leadership Conference's, Guest Speaker Functions, Men's/Women's Ministry, Youth/Singles/Small group and Outreach events).*

CATEGORY B: Special Events

Activities sponsored by individual CLFWC members, attendees, non-members and business meetings Category B groups may schedule an event up to 6 months in advance, except for weddings which can be scheduled up to 12 months in advance. *(For example: weddings, baby and wedding showers, anniversary celebrations, and events sponsored by a nonprofit Christian organization).*

2.0 GROUPS INELIGIBLE TO USE CLFWC Banquet facilities

The CLFWC facility is not available to "for profit" organizations, those engaging in partisan political campaigns, or those that are not aligned with CLFWC's statement of purpose and ministry philosophy.

3.0 GENERAL POLICIES FOR FACILITY USE

Users of CLFWC facilities will extend full courtesy and consideration of others in the building.

All groups must have a responsible adult as supervisor of their event. The supervisor is responsible for making sure each guest is abiding by the building guidelines.

Smoking is not allowed in any part of the church building.

Alcoholic beverages or illegal substances are not permitted in the building or on the grounds of the church.

CLFWC is a place of worship and a standard of proper conduct applies to everyone utilizing its facility. Any person engaging in inappropriate conduct or language, disrupting performance, or creating a disturbance at an event will be asked to cease or

leave the premises and/or will be escorted from the building.

3.1 RESERVATIONS

All events or programs requiring use of the CLFWC facility must be scheduled through the Kitchen/Banquet hall committee. Date, time, equipment, room(s), and special help must be specified. Activities and programs are limited to the space that is assigned; they cannot overflow into other rooms or areas without prior permission.

CLFWC reserves the right to adjust times and places within the facility to accommodate Category A events.

Emergency situations such as funerals will have the authority to preempt other reservations.

Time allotments for the room will include time for setup and take down of equipment and decorations. If an event is to be cancelled please notify Janice DiSapio at 203-228-2871 immediately. A full refund of deposit is available with 30-day notification of cancellation. Exceptions can be made at the discretion of the committee.

The facility is typically not available for use after 4 p.m. Saturday or before 1 p.m. Sunday to allow Worship and Children's Ministries time for set-up for and tear-down from weekend services. Business meetings and other special Church functions (Baptisms, etc.) may cause these times to be extended, as required.

3.2 GUESTS

The conduct of every person attending programs or events is expected to be respectful of the CLFWC Facilities.

Children in attendance must either be under the control of their parents or direct adult (18 years of age or older) supervision at all times and are not permitted to roam freely on the church property. An adult will supervise all children's activities at all times.

We encourage all Nursery or Early Childhood child care provided on church grounds to comply with the "CLFWC Child Protection Policy."

CLFWC cannot be held responsible for damages or loss of user's property.

3.3 FOOD AND BEVERAGE

Dining or the serving of food and beverages is allowed in the banquet hall only. All users will ensure the facility is properly cleaned following activities in which food or beverage has been served. Following activities or events in which food and/or beverage has been served, all Facility Users will insure the facility is properly cleaned by following the "*CLFWC Kitchen Agreement.*"

If kitchen use is required, refer to Kitchen Procedure Manual for cleaning expectations. Should you desire your event catered, CLFWC does have in-house catering services, charges will apply. You may use outside catering services, however, all caterers using our facilities must provide a certificate of insurance adding CLFWC as an additional insured, also must provide a certificate of workers compensation.

3.4 ANIMALS

Animals are not allowed within the building with the exception of “Seeing Eye” dogs.

3.5 LOST AND FOUND

Items left overnight within non-storage areas of the building will either be discarded or placed within the Lost and Found bins located at the Welcome Center. Items are reviewed periodically and are either discarded or given to charity. If items need to be temporarily kept in a non-storage area contact Janice DiSapio or Lenora Cabral for appropriate location.

3.6 CLEANING AND MAINTAINING FACILITIES

All CLFWC ministries are expected to leave the building clean and remove or store in the appropriate areas all items associated with their event immediately following it.

Custodial personnel are responsible for cleaning all general use areas. Ministry leaders will be responsible for up keep of their dedicated space, including storage areas.

If furniture or equipment is to be moved, it must be coordinated with the CLFWC office and returned to it’s original place after the event. If any property is damaged or soiled during the use of the building, this must be reported immediately to Janice DiSapio or Lenora Cabral. CLFWC reserves the right to repair or replace damaged property.

Responsibility for damage and costs for repairs will be determined prior to corrections.

3.7 STORAGE

Limited storage is available at the church for CLFWC ministries. Contact the Church office for the location of acceptable storage areas. Materials stored without permission will be discarded, placed within the Lost and Found bins, or given to charity. All items must be removed within 24 hours after event.

3.8 DECORATIONS

The CLFWC Banquet Hall is multi-use, which means that many different groups will use the facility for a variety of events. Therefore, we desire to keep our facilities clean and uncluttered. Decorations are defined as “any materials placed on walls, windows, floors, and ceilings that were not included in the original building design.” Decorations include,

but are not limited to: flowers, pictures, window coverings, cardboard cutouts, hanging banners, or any signs relating to a particular CLFWC ministry event or Facility User.

Only “Dry Erase” markers, washable markers, and crayons are to be used within the facility. No permanent markers or non-washable crayons are allowed for general use.

CLFWC ministries desiring to decorate the hall for a ministry event must place all decorations in storage at the end of the event. Facility Users desiring to decorate rooms for their event must remove all decorations immediately following their event.

Use only painters tape, masking tape, or poster putty to secure decorations. Duct tape is not allowed for use on walls, floors, or woodwork. The use of tacks, staples, nails, or screws in all walls is strictly prohibited.

Artificial and live plants if moved, are to be returned to their original locations at the conclusion of the event.

Special ministry event posters or signs need approval from the Pastor or Director who oversees the ministry before being displayed. The ministry posting these posters or signs will remove them immediately after the event. Non-ministry posters require approval from the Church office prior to hanging.

3.9 TEMPERATURE CONTROL

Rooms are heated and air-conditioned by computer control and are adjusted by the Church Staff. If adjustments are needed or in case of an emergency, contact the Church office and the Facility Manager. During non-business hours, contact the Facility Manager.

3.10 AUDIO / VISUAL

The CLFWC A/V Director will coordinate all audio/visual needs. Use of sound and audio equipment is available, see fee schedule.

3.11 BUILDING LOCK UP

Closing and locking all entrance doors is the responsibility of the Facilities Monitor who is the last to leave the building. Please coordinate with other groups simultaneously using the facility to determine which will be the last group to leave the building. For outside events, unlocking and locking the facility is coordinated between the office, the Kitchen Banquet Manager and the Facilities Monitor. Facility should not be left unlocked outside of normal business hours without someone present in the building.

4.0 KITCHEN USE POLICIES

Use of the CLFWC kitchen will be scheduled through the Kitchen/Banquet Facility Manager. The Kitchen/Banquet Facility Manager will be notified of any substantial event involving food immediately upon the approval of the Kitchen/Banquet hall Use Application.

Facility Users desiring to store food within the kitchen must contact the Kitchen Ministry Director for appropriate location.

If an event is professionally catered from outside the church, Facility Users will provide all kitchen supplies including utensils, cookware, coffee supplies, and glassware. However, the coffee makers are available for your use. A Certificate of Insurance and a certificate of workers compensation will be required for all outside caterers using our facilities. A Certificate of Insurance may be required at the discretion of the Management Team and Staff for other building users.

Facility Users will not have use of areas for food storage unless pre-approved through the Kitchen Ministry Director. All other leftover food will be removed from the premises following facility use.

One person must agree to be responsible for the kitchen insuring proper use of the equipment, clean up and safety. This person must be listed, with proper contact information, on the Banquet Hall request form. This individual must also be the last person to leave, insuring the kitchen is left clean and everything is put back into its proper place.

The kitchen doors **MUST** be locked on your way out the door.

Each rentor, or ministry is required to oversee the cleanup of the kitchen and surrounding area. Failure to properly clean the kitchen may result in additional charges for use of the space. Should you wish to hire someone to assist with the cleaning, please contact Janice DiSapio at 203-228-2871 or jdisapio@yahoo.com

What is Available in the Kitchen to Use?

We have assorted cooking utensils, pots and pans that are available for your use. Below is an overview of many commercial and industrial appliances and kitchen tools that will assist you in your event. We ask that you ensure that all kitchen supplies are taken care of and returned to their proper location.

Refrigerator

The refrigerator is for your use. With prior approval, you may deliver food before the date of your event. This approval is needed to insure space is available for your group. All items should be labeled with your groups name and the date of use. Please do not touch the controls to the Refrigerator.

NO food is to be left in the refrigerator after your event. All food left in the refrigerator will be disposed of.

Ice Maker

The large ice machine is located in the kitchen. Ice should only be removed from the ice machine with the white ice scoop located on top of the ice machine. The scoop should not be left in the ice machine and no other items should be used to remove ice from the machine (cup, pitcher, hand, etc.). Please do not touch the controls to the Ice Maker.

Three Bay Sink

The large three-section sink next to the hand sink is the only one to be used to clean dishes and cooking utensils. Please do not put any food down the sink drains.

Right Side Sink

Used to rinse off dishes before washing. Make sure NO food goes down the drain. All food must go into the trash.

Center Sink

Used to wash the dishes. Use the soap that is provided. Use Hot water.

Left Side Sink

Used to rinse soap off all washed items. Use hot water to sanitize. Note: Pots, pans, utensils and other washed items maybe left to dry a few minutes but MUST be put away.

Small hand sink

Is located to the right of the three bay sink and is used for the purpose of hand washing only. Hands should be washed before contact with any food, and washed several times during the event.

Six burner electric commercial range top

This stove top has cast iron burners that take a longer time to heat up but will distribute a even heat. Please be sure to shut off all burners after use and clean the stove top surfaces with a non-abrasive cleaner after cooling.

Dish Towels

We will do our best to keep dish towels and rags available for use. If you have any that you can donate from home, please bring them into the kitchen where they will get put to good use.

You are welcome to bring your own towels and rags. If you use towels from the kitchen it is your responsibility to take the dirty rags home and wash them and return them as soon as possible.

Cleaning Checklist

There are some basic cleaning supplies (soap, rags, stainless steel cleaner, etc.) in the kitchen to assist in keeping our kitchen clean. Please feel free to donate any cleaning supplies as these are always needed and will be greatly appreciated.

- The kitchen should be cleaner when you leave than when you found it!
- The kitchen floor must be swept and free of dirt. Broom and dust pan is located in the janitor's closet.
- All countertops and workspace must be wiped down, even if not used.
- All dishes, pots, pans and utensils are to be washed, dried and put away. (No exceptions)
- All equipment (used and not used) should be wiped down and left clean. Use soap from the center sink to clean all items and sinks. There is stainless steel cleaner in the back of the kitchen to wipe off the refrigerator, stove, double stack oven, sinks etc.
- All trash in banquet Hall and Kitchen is to be emptied into the dumpster which is located in the rear (right Side) parking lot.
- Charges may apply if the kitchen is not left clean and in proper order.
- Appliance Checklist
 - double stack oven – Turn off the power switch on both the upper and lower ovens.
 - Six burner stove top – Turn off all six burners
 - Ice Machine – Turn off power and remove and discard all unused ice.
 - Remove any and all food items from Refrigerator and Freezer.
 - Take all pans and containers that do not belong to the kitchen.

- Ensure that the floor is swept and washed if needed.
- Complete the Checklist in the Binder, hanging on the wall, indicating that all cleanup checkout procedures have been completed.
- Lock kitchen door.
- Turn off all lights and go home.

Thank You

Thank you for your help in keeping our kitchen clean and safe for all to use. If you ever have any suggestions or find something not in working condition, please contact Janice DiSapio at 203-228-2872 or jdisapio@yahoo.com

5.0 SAFETY, SECURITY and FIRE PREVENTION

There is a fire extinguisher located on the wall next to the door to be used on small fires that are NOT grease fires.

There is also a fire emergency exit procedure/plan posted on the walls near the doors in the kitchen. Please review the various emergency exits before you begin your event and explain to the remaining kitchen staff.

Report all fires, serious illness, injury, or crime in progress following the Emergency Procedures Manual. If unable to do so, locate the nearest phone and immediately dial 911.

After hours, non-emergency building concerns should be addressed by contacting the appropriate staff member or supervisor of your event.

Report all missing or stolen equipment, burned out lights, or safety hazards to the Kitchen Facility Monitor as soon as possible. Unusual activity or suspicious persons are to be reported to the Church office immediately.

No flammable substances are to be stored in the facility.

In the event of an injury, First Aid kits are available in the kitchen area. Complete and return an "Incident Report" (available with the First Aid supplies) to the Church office by the next business day following the incident.

Any entrance not in use at the time must remain locked.

Closing and locking all entrance doors is the responsibility of the party that is the last to leave the facility.

Bonfires are not allowed on church property.

For weddings and other events, only dripless candles and candles in glass containers may be used within the facility.

Exits must remain clear and unobstructed at all times.

Facility Users will enter and exit using the main entrances only.

FACILITY USAGE FEE SCHEDULE

Category A Events are exempt from room usage fees. All other fees will apply. All Fees listed are daily rates, except where specified.

ROOM RESERVED	RATES	
Kitchen/Banquet Hall <i>(Includes Hall Monitor)</i>	\$275.00 Members / \$500.00 Non-Members	
Sound Setup with Microphone	\$50.00 (\$75.00 w/Rehearsal)	
Sanctuary	Package Deal For Weddings - Hall/Sanctuary *Ask us for our package deals	
	<u>WEDDINGS ONLY:</u> \$ No Charge Members Only <small>* No charge for Banquet Hall either</small>	<u>WEDDINGS ONLY:</u> \$ 300.00 Non-Members
	<u>All Other Uses:</u> 1,000.00 (plus applicable fees) Non-Members	
	*All Pricing Subject To Change	

Additional Fees and Services:

1. A security deposit of \$100.00 required after reservation is approved. Security deposit will be returned (by mail) providing that during the final walk through (inspection) the monitor concludes that the facility is properly cleaned and all trash disposed of in the dumpster located in the far right hand rear parking lot. Should the monitor conclude that the facility is not cleaned then your security deposit will not be returned but will be used for custodial services.
2. Wait staff/kitchen workers can be hired for a fee of \$20.00 per hour per person.

3. Table Cloths, Dishes, Silverware, Napkins, Etc. may be rented per request for a proposal.
4. Dance Floors, and other items can be rented per request for a proposal.
5. Audio Video Technicians can be hired per request for a proposal. Set up charges may also apply.