

## RULES PERTAINING TO USE OF THE KITCHEN

Sanitary conditions are very important in areas used for food preparations. Please wash your hands before and after all food handling.

***With the exception of events being held by members of Brooker Baptist Church, on site food preparation and cooking is not permitted. However, food may be provided and served by a licensed caterer for individuals or groups renting the facility. This does not include preparation/offering of tea, coffee, refreshments or food/desserts prepared off-site and only reheated and served at the Church.***

1. Cutting boards and hot pads are available and need be used to protect counter surfaces.
2. No adhesive tapes are to be used on the floor or counter tops, except painters tape, that is easily removed.
3. Spills need be wiped up immediately as they occur, to prevent slips and falls.
4. Please ensure all controls on the stoves are off when finished. Please empty all tea kettles of any left over water.
5. Please rinse all sinks after use. Do not leave unwashed dishes in the sink.
6. Kitchen appliances, drink containers, etc., should not be removed from the kitchen unless notification has been made with church representative.
7. Food containers should be taken home following your function if possible. Mark your name on any containers remaining in order that it may be returned.
8. Used tea towels or dish cloths should be washed and returned promptly if used by members of the church. Should they be used by an outside group, please ensure they are hung so they can dry and will be laundered by a church representative.
9. Check that all fridge and freezer doors are properly closed.
10. All garbage should be removed by whomever is using the facility.
11. Food is to be contained in the kitchen and auditorium area. No food or drink is allowed in the sanctuary.
12. All tables and counter tops must be wiped, floors swept and tables and chairs stacked after use and returned to their original position. Basically, ***please "leave it as you found it"***.

Thanks for following the above guidelines. WE all need to do our part to keep the kitchen looking neat and tidy for all groups to enjoy.