

# KITCHEN GUIDELINES

Due to the sensitivity and operational safety of the equipment, persons needing to use the kitchen will need to be trained and supervised.

**Please note**, the kitchen is a separate reservation from the FLC or any other reserved room. The use of the kitchen is for all CBC ministries and fellowships, with a kitchen staff member present. Reservations and acknowledgement for the kitchen will require 2 weeks in advance.

**Personal use of the kitchen is prohibited.**

**For non-ministry or private events**, a supervision fee is required for a kitchen staff member to open, monitor, inspect, and close the kitchen for the event. This fee is unrelated to any other reservation fee.

**Kitchen reservation process:** A reservation form will need to be completed and submitted to the church administrator, also a copy will need to be submitted to the kitchen. Approval from both office and the kitchen will finalize the reservation for the date requested. To be fair to all events, a reservation form must be turned in, approved and on file to assure no overlaps on the calendar. No Exceptions.

**PLEASE NOTE:** Reservations will be based on 1<sup>st</sup> come 1<sup>st</sup> served.

The kitchen may be shared with the kitchen prep team if your event occurs during the kitchen prep time.

All items brought in prior to your event, must be labeled and placed in one location

All aprons and towels must be washed after your event and brought back before Sunday,

Any supplies needed to be used, must be communicated to the kitchen to assure there will be an adequate amount for Sunday lunch

## Expectation For Reserving Lunches For Sunday

If you know how many lunches are needed for your meeting on Sunday, **please email or text at least 3 days in advance to one of the following:** Jim Gor- [kgor@sbcglobal.net](mailto:kgor@sbcglobal.net)

Raymond Louie- [louielewi@att.net](mailto:louielewi@att.net) 713/569-1753

Ken Joe- [kenkjoe@yahoo.com](mailto:kenkjoe@yahoo.com) 713/927-3223

Steven Toy (unavailable at this time)

**A confirmation response will be sent to you confirming your lunch reservation within 2 days. If you do not receive a response, it has not been confirmed.**

**If a sunday school class or ministry plans to have lunch outside of CBC Sunday lunch, please contact one of the above when plans have been made.**

For any refrigerating items, a refrigerator is available in the FLC for your convenience . Label all personal items

## Kitchen Reservation Form:

Ministry, Fellowship, or Person: \_\_\_\_\_

Purpose: \_\_\_\_\_ Event Time: \_\_\_\_\_ to \_\_\_\_\_

Date Requesting: \_\_\_\_\_ Alternate Date: \_\_\_\_\_

Prep Date: \_\_\_\_\_ Prep Time: \_\_\_\_\_ to \_\_\_\_\_

Person in Charge: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Alternate Person in Charge: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

We understand the use of CBC Kitchen will be our responsibility. We and all those in the kitchen will use the facility in a respectful and Godly manner.

We understand for safety reasons, children under 15 years old are not allowed in the kitchen.

We will clean the facility, sinks, all items used, and return items to their proper location.

We understand trash will be our responsibility to dispose.

We understand we will wash, dry, and return all towels and aprons used.

We understand any cancellation or rescheduling will be made 1 week prior to the scheduled event or risk losing any security deposit.

Security Deposit: \_\_\_\_\_ Reservation Fee: \_\_\_\_\_ per hour

Staff Fee: \_\_\_\_\_ Deposit will be refunded after the function and fees settled

\_\_\_\_\_  
Signature of Person in Charge Date

\_\_\_\_\_  
Signature of Alternate Person in Charge Date

Administration: \_\_\_\_\_  
Approved Not Approved Date

Kitchen: \_\_\_\_\_  
Approved Not Approved Date

Comments: \_\_\_\_\_

\_\_\_\_\_