

## **Kitchen Use Requirements**

### **First United Methodist Church of Lebanon TN, Inc.**

415 W. Main St., Lebanon TN 37087 | 615-444-3315 | lebanonfumc.com

***This form must be signed/approved for your event to appear on the church calendar. Successful compliance with this list will be verified by staff before event deposits are returned.***

1. Signer will inform all kitchen workers of these guidelines and ensure they are followed at all times before, during, and after the event.
2. Access to the kitchen will begin no more than two hours prior to the start of the event and no later than one hour after the end of the event. This includes loading in, on-site food prep, and clean-up/loading out times.
3. Use of the kitchen includes use of cooking and cleaning equipment and dishes. It does NOT include use of closet or pantry items without prior approval from staff.
4. Signer will ensure no one enters the kitchen who has experienced any symptoms of illness within 48 hours of the event, or has been exposed to anyone with symptoms of or a positive test for SARS-CoV-2 within 2 weeks of the event.
5. All kitchen workers agree to follow appropriate food safety and hygiene guidelines at all times while on the premises, including washing and sanitizing hands thoroughly:
  - a. Before, during, and after preparing or consuming any food or drinks.
  - b. After touching garbage.
  - c. After wiping counters or cleaning other surfaces with chemicals.
  - d. After coughing, sneezing, or blowing their noses.
  - e. Before and after treating a cut or wound.
  - f. After using the bathroom.
6. Groups will clean and sanitize all dishes and surfaces used, including counters, stove, oven spills, sinks, appliance knobs, door handles, floors, etc., PLUS return all dishes and equipment to their original locations.
7. Groups will gather and dispose of all trash and recyclables accumulated during events. These must be completely removed from the kitchen and deposited in the dumpster/recycle bins on the west side of the building.
8. All food must be cleaned up and discarded or otherwise removed immediately after the event. No food is to remain on site without approval from church staff.
9. All events are subject to last-minute changes, adaptations, and cancellation or rescheduling as needed.

**I will be the accountable person for this event. I have read the requirements and will comply.**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_