

UUFSD Policy and Procedure Document**Policy ID: 740****Title: Kitchen Use****Approved by the Board of Directors: November 20, 2019****Purpose**

The Fellowship kitchen is a place we put our beliefs into practice. We extend the hospitality we profess. Our goal is to practice our seven principles in the kitchen.

“Some of our most intimate conversations take place in the kitchen, anguish poured out to an aproned back or sputtered over a chopping board” Toni Morrison

Policy

1. All organizations or individuals (members and non-members) must submit a “Request for Use” form to use any part of the Fellowship to the Fellowship Office.
2. All users must follow the Fellowship Kitchen Use Guidelines, as posted in the kitchen and in the Kitchen Manual.
3. Use and occupancy of UUFSD facilities shall be in accordance with all applicable municipal, state, and federal laws including, but not limited to, sanitation, alcoholic beverage control laws and fire codes.
4. The primary contact named in the rental agreement or a hired staff member is required to remain until the facilities are free of debris and all doors and windows are closed and locked.

Procedure

1. Refer to the Kitchen Manual for your responsibilities when using the kitchen.
2. Remove all food and decorations from the area at the end of your event.
3. Leave the kitchen clean.
4. Complete the Kitchen Checklist at the end of your event, and turn into the Congregational Administrator.