

Pasco Riverview Seventh-day Adventist Church  
**Kitchen Use Policy—New Fellowship Hall**  
Board Approved February 14, 2022

**Facility purpose:**

The Riverview Seventh-day Adventist Church Fellowship Hall is a multi-purpose facility to be utilized in furtherance of the congregation's programs and mission "To know God and to make Him known as we anticipate His soon return". The kitchen in the Hall provides an opportunity to serve meals or refreshments in connection with events held on the Church premises.

**Facility usage:**

The following terms outline how the kitchen will be used and who will be in charge at any function where kitchen facilities are used.

1. General oversight and administration of the kitchen shall be entrusted to a Kitchen Services Leader appointed by the Church Board.
2. Use of the facility is approved for any Church-sponsored event provided the Kitchen Services Leader has been notified in advance by the party wishing to use the kitchen.
3. Use of the facility for non-Church-sponsored events requires approval from the Kitchen Services Leader along with documented acceptance of this kitchen use policy.
4. The kitchen is not available for rent. Use of the facility by private parties may be approved subject to a donation agreed upon and received prior to use.
5. No cooking of meat, poultry, or fish is permitted, nor will alcohol be served at any event.
6. To reduce storage and clean-up tasks disposable plates and cups will ordinarily be used. Plastic or metal silverware may be used.
7. For health and safety reasons persons not directly involved in food preparation or serving are to be discouraged from access to the kitchen.
8. Persons in charge of each kitchen use event shall be responsible for post-event cleanup as follows:
  - a. All non-disposable church-owned utensils/dishes shall be properly washed and stored.
  - b. All table linens, towels, and dish rags shall be collected, and arrangements made for washing and return to storage.
  - c. All counter tops and stove tops shall be cleaned.
  - d. No perishable foods shall be stored in refrigerators.
  - e. All stoves, ovens, and lights to be turned off.
  - f. Kitchen floor shall be swept/mopped.
  - g. Food spills in eating area shall be cleaned.
  - h. Inventory of disposable items shall be checked, and arrangements made for resupply as necessary.
  - i. Garbage shall be removed and placed in the waste container outside.
  - j. No foods or uncleaned dishes belonging to church members shall be left in the kitchen.