Skyland United Methodist Church

Kitchen/Fellowship Hall Use Guidelines

(Updated September 2024)

Every group using the kitchen/fellowship hall for any activity is asked to:

1. Contact the administrative secretary to reserve.
2. Notify the kitchen committee chairperson of any concern.
3. Wash, dry, and return, to their proper place, any dishes used including coffee pots.
4. Clean, thoroughly, sinks, countertops, and tables.
5. Sweep kitchen and fellowship hall (if used), and wipe up spills.
6. Use consumable goods from labeled cabinets; refill from overflow shelves located in kitchen pantry; return all unused goods to their proper place. If you find shortages, please note on dry erase board.
7. Label (group name) and date all items stored in cabinets or left on designated shelves in pantry. All food must be stored in airtight containers or zip lock bags. Do not leave food on counters.
8. Place new bag in trashcan if needed.
9. Follow guidelines for refrigerator use on back of sheet.

** Empty recycle bin in Curbie Container located on church ramp.
** Replace items in Fellowship Hall storage room to their proper place.
** Soiled or used tablecloths should be washed, dried, folded, and rehung in storage room by group using them.

Thank you for your cooperation.

The Kitchen Committee

Skyland United Methodist Church

Refrigerator/Freezer Guidelines

(Updated September 2024)

Every group using the refrigerator/freezer is asked to:

1. Date and label **ALL** items with group name and date placed in refrigerator. There are markers in bin next to doorway. OLD FOOD WILL BE THROWN AWAY MONTHLY.

2. Clean up any spills as they happen.

3. Please consider the number of groups who use the refrigerator/freezer, and limit the amount you must store.

4. Check often and dispose of outdated foods/beverages. Old foods/beverages will be thrown out periodically.

Thank you for your cooperation.

The Kitchen Committee