

## **Guidelines – Parish Family Center Kitchen**

The Parish Family Center and kitchen are shared facilities. The parish doesn't have a kitchen director so persons who use the facility must all take time to keep it clean.

If you need to store supplies in the kitchen prior to your event, please put a note on them to identify their owner. Remember to pick up and put away all items after each event. Also remember to take them home once your event is complete so the kitchen counters are clean for the next organization.

Don't forget to mark the items in the refrigerator with your name or for "public use." If you leave something for public use, please take time to check on these items and throw them away when they are past expiration date.

Garbage should be separated from the recyclables and handled properly. Make sure to dispose of each in its proper container found outside between the rectory and the center. Cardboard boxes should be broken down and placed in the recycle container outside.

Parish sponsored events need to fill out the "Facility Guideline Check-Off List" found in the parish library. This list is designed to aid in the care of the kitchen and center. Please return it to the parish office once your event is complete.

Although this doesn't directly relate to the kitchen, please fill out a "Use of Parish Space" form found in the parish library 1-2 weeks prior to the event. This keeps Pat, our custodian, aware of your needs.

Please share these guidelines with those who volunteer with your group at upcoming events.