

## **KITCHEN AND MULTI-PURPOSE ROOM USE POLICIES**

This school is owned and operated by Christ-St. John's Lutheran School and its churches. Use of the kitchen and multi-purpose room are intended for its members. Members wishing to make use of the kitchen and multi-purpose room for a non-scheduled purpose must also obtain proper permission. Non-member groups wishing to make use of the kitchen and multi-purpose room must have an individual who is a member of either Christ Lutheran Church or St. John's Lutheran Church as part of their group. Non-member groups must obtain proper permission from the school administrator and pay a (\$30/hour) user fee paid in advance. **Per Christ- St. John's insurance company, in order for an outside group to use our facility, they must provide us with a Certificate of Insurance showing Christ- St. John's as an Additional Insured.**

A suggested donation of \$15.00 per hour from members is asked for replacement of tables/chairs, electric, heat, etc. All other rooms other than bathrooms are off limits unless other arrangements have been made. **All parties making use of the building are to follow all rules set for the building. You are also responsible for set-up and taking down of tables and chairs, as well as cleaning of any areas used.** If these procedures are not followed, that group or individual may forfeit use of the building.

### **To Reserve**

Contact the School Office Manager (786-1250) to see if room is available and receive a reservation slip. Have the reservation slip signed by the school principal.

Key Contacts: Principal and Office Manager.

### **Rules**

1. Christian conduct is to be displayed at all times.
2. All equipment is to be properly cared for.
3. Bring your own dishes. No dishes from the cupboards should be used without Christ Lutheran's Ladies Aid permission.
4. If electric roasters or coffee pots are used, a separate donation to Christ Lutheran's Ladies Aid should be given and permission to use must be obtained.
5. All dish cloths, towels, etc. are to be taken home to wash and then returned.
6. Leave kitchen clean and dishes put away.
7. Electric appliances and coffee servers are not to be immersed in water.
8. All doors are to be properly locked upon leaving the building.
9. Supervision of children required at all times.
10. Take garbage out to the dumpster and replace bags. No garbage may be left in kitchen.
11. Do not overload outlets – one large appliance (roaster, coffee pot) per wall section.

12. Do not leave any food or beverages.
13. Use only refrigerators labeled Ladies Aid or Cold Lunch. (Hot lunch refrigerator cannot be used State Health Dept. regulation)
14. Promptly report any damage in writing.
15. No smoking.
16. You must have your permission slip with you while using the facility.
17. No alcohol is allowed on the property.

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As the supervising adult, I hereby agree to enforce the rules. I further agree to be financially responsible for any damage or liability which occurs during the group's use. I agree to return keys obtained directly following use.

Supervising Adult \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Date(s) Requested \_\_\_\_\_

Time: Beginning \_\_\_\_\_ Time: Ending \_\_\_\_\_

Intended Use \_\_\_\_\_

Approximate Number of People \_\_\_\_\_

I am a communicant member of \_\_\_\_\_ Christ \_\_\_\_\_ St. John's \_\_\_\_\_ Other \_\_\_\_\_

Date Received \_\_\_\_\_ Date Approved \_\_\_\_\_

Donation Received:    Y        N                    \$ \_\_\_\_\_

Authorized Signature \_\_\_\_\_