

# Westwood Baptist Church

*A community of believers worshipping God, making disciples, and sharing Christ's love.*

## **GUIDELINES AND POLICIES FOR USE OF KITCHEN AND FELLOWSHIP HALL**

It is the policy of Westwood Baptist Church, whenever feasible, to permit the use of the kitchen and fellowship hall for Church related functions. The kitchen and fellowship hall may be used for any social function sponsored by the Church, by a Church-sponsored organization, by Church-approved organizations and by church members.

1. Request for use of the kitchen and fellowship hall must be made by contacting the church office. Requests for non-continuous use will generally be addressed on a first-come, first-served basis with Church members having priority. As with other church facilities, see "General Guidelines" regarding "Permission". Non-members will not be permitted to use the kitchen and fellowship hall without prior approval from the Properties Committee, with notification of the Church Council.
2. Any group using the kitchen will be responsible for setup and clean up in order to restore the kitchen area to its original condition.
  - A. Wash, dry and replace dishes, pots and pans, and utensils.
  - B. Wipe all countertops, tables, appliances, and other surfaces.
  - C. Sweep floors, and mop or treat spills.
3. User must wash, dry, and return dishcloths, towels, etc. within 2 days after use.
4. Cleaning of the fellowship hall must be performed by the Westwood Baptist Church cleaning service. A separate check must be written payable to the cleaning service and submitted to the Church office at least one week in advance of the event. There is a minimum charge of \$100 for this service.
5. Lights must be turned off after use.
6. All outside doors must be locked when exiting the building.
7. All trash must be bagged, tied, and taken to the dumpster on Church property.
8. No leftover food or beverages may be left in the kitchen unless they will be needed shortly after the function. Such leftovers must be labeled appropriately. The refrigerator will be emptied on a regular basis.
9. All maintenance needs must be made known to the Properties Committee and/or the Church office (469-9393).
10. Requests for kitchen supplies must be made to the Purchaser through the Church office (469-9393). These needs would include staple items such as sugar, salt, pepper, dishwashing products, storage items, etc.