

## FMCW Building Use Procedures

**Building Use Procedures:** Prior to the event, the event sponsor/contact person is responsible for the following:

- Meeting with the church Facility Use coordinator to review the Building Use Procedures, review room set-up and equipment needs, and discuss the need for nursery support (e.g. Children Abuse Prevention requirements)
- Pay all fees for use of the facility

### Event sponsor/contact person responsibilities:

- Arriving and departing at the times specified in the use agreement
- Arrangements for access to the church facility
- Confining the event to the space(s) specified
- Communicating to patrons of the event that the following are prohibited: Smoking, Alcoholic beverages, Moving furnishings, Affixing adhesive materials or tacks to walls or furnishings
- Providing Safe Sanctuary adult supervision of children and vulnerable adults in accordance with FMCW Children Abuse Prevention. (covenant provided separately)
- Reporting to the Facility Use coordinator any personnel accident or injury
- Reporting to the Facility Use coordinator any damage to church property
- Reporting to the Facility Use coordinator any maintenance problems
- Leaving the facility clean (as found) and removing all items brought in for the event
- Complying with all church rules and regulations and refraining from abusive or improper conduct

### Rules and Regulations

1. Each group is responsible to return the used space, stage or kitchen to its “as found” condition.
2. Behavior and dress will be consistent with a facility consecrated for worship and Christian education.
3. In Wesley Hall the stage and electronic equipment is off limits. **Nothing on the stage, including electronic equipment, may be moved or disconnected. Only church approved audio/visual technicians may adjust, move, plug or unplug sound equipment on the stage; only such technicians may operate the audio visual booth.**
4. Saturday events which are not directly sponsored by First Methodist Church Washington must conclude by 5:00 pm to include breakdown and cleaning. This is to allow the facility to be arranged for Sunday worship.
5. Only church-approved A/V technician may operate A/V equipment located in the Sanctuary and Wesley Hall. (NOTE: a commercial A/V Technician may operate FMCW A/V equipment under the observation of an approved FMCW member event sponsor)
6. No furnishings or equipment shall be removed from the church property. Room furnishings must be left in the order and location in which they were found.
7. All lights shall be turned off when leaving the building and all doors locked.

8. Hanging items from the ceiling tiles or ceiling struts in the hallway or rooms is not permitted. No items, such as signs, pictures or other memorabilia, are to be placed on the walls. **No nails, no tacks, no tape is to be applied to any finished wall or furniture.**
9. Smoking is not permitted in the church facilities at any time.
10. Alcoholic beverages are not permitted on church property at any time.
11. All city laws and ordinances are to be observed.
12. First Methodist Church Washington is not liable for any injuries or damage to personal property.
13. Groups organized for profit are not eligible to use the facilities for a fund raising event. A for-profit group is defined as a commercial venture in which individual(s) receive income for profit. Benevolent groups raising charitable funds are not included in this category.

## **KITCHEN USE PROCEDURES**

### **NOTE**

#### **POSTED KITCHEN INSTRUCTIONS SUPPLEMENT THESE PROCEDURES AND SHALL BE FOLLOWED**

The kitchen areas at FMCW may be used for (1) food cooking/preparation and serving or (2) staging and serving pre-prepared foods. Outside caterers may use the church kitchen(s) for staging and serving only, for a fee. Caterers using FMCW kitchens for any purpose shall be insured.

Kitchen facilities for food cooking/preparation are available to FMCW user groups with the direction and instruction of a Kitchen Committee representative. Any group desiring to use the church kitchen for cooking shall designate one member as their representative to make arrangements with the Facility Use coordinator and the Kitchen Committee. This representative is responsible for:

- understanding the use of kitchen equipment
- cleaning, drying and storing all dishes and utensils
- run disposals to eliminate food from drains and clean out sinks
- washing all counter tops and work areas with cleanser
- cleaning all leftovers out of the refrigerator
- using only items purchased specifically for the groups' use
- cleaning spills
- sweeping floors
- checking all appliances to make sure they are turned off
- communicating any problems with the Facility Use coordinator

Kitchen pantry materials shall not be used by outside facility users. Groups directly sponsored by FMCW may use pantry materials. NOTE: fund raising events open to public are not eligible to use kitchen pantry materials.

## **Kitchen Rules and Safety Guidelines**

**Follow the four steps of the Food Safe campaign to keep food safe:**

Clean — Wash hands and surfaces often.

Separate — Don't cross-contaminate.

Cook — Cook to the right temperature.

Chill — Refrigerate promptly.

1. It is the responsibility of the user to clean and return all dishes, utensils, and cookware to proper storage area, and take all trash to the dumpster.
2. All grease used in the kitchen must be removed. Any food left in the kitchen becomes the property of the church and will be either consumed and/or thrown away at the discretion of the church staff.
3. User must have instruction on proper use of all kitchen equipment prior to use. The Facility Use coordinator will arrange instruction for the group.
4. Any non – First Methodist Church Washington Church Group using the kitchen for serving/staging only must provide all paper products used by that group. This includes plates, cups, table covers and eating utensils.
5. Make sure heat producing equipment(s) are ventilated when in operation. The microwave oven doesn't need to be ventilated.
6. Check the ventilation system for cleanliness. Vent hoods that are clogged will not remove harmful gasses from the kitchen.
7. Keep cooking-area traffic to a minimum. Too many people in the kitchen can run into one another and spill plates of food or pots of soup all over one another and the floor.
8. Avoid loose fitting clothing and keep shirt tails tucked in. Loose clothing can catch on fire or get caught in machinery on the cook line.
9. Use potholders and oven mitts. Bar towels do not make an acceptable oven mitt.
10. Stand clear when opening oven and steamer doors.