

Lutheran Church of the Resurrection

Kitchen Use Agreement

Event / Group Information

- **Date of Event:** _____
 - **Group / Ministry Name:** _____
 - **Event Leader / Contact Person:** _____
 - **Phone:** _____
 - **Email:** _____
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Kitchen Use Details

- **Type of Event:** ☐ Church Ministry ☐ Private Event ☐ Public Event/Fundraiser
 - **Expected Attendance:** _____
 - **Food Safety Lead (if applicable):** _____
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Pre-Use Requirements

I acknowledge that:

- ☐ My event is approved on the church calendar.
 - ☐ I have been instructed on the **Kitchen Use Policy** and agree to follow all guidelines.
 - ☐ For public events or those with more than 25 people, I will follow **City of Racine** health and safety requirements.
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Post-Use Cleaning Checklist *(to be completed after event)*

All items must be checked before leaving:

Surfaces & Dishes

- ☐ Counters, tables, and prep areas wiped with sanitizer
- ☐ All dishes, utensils, and cookware washed, rinsed, sanitized, and put away
- ☐ Sinks and drains cleaned

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Appliances

- ☐ Stoves, ovens, and coffee makers turned off and wiped down
- ☐ Microwave cleaned inside and out
- ☐ Coffee grounds emptied and carafes rinsed

Floors & Trash

- ☐ Floors swept and mopped
- ☐ Clean up/vacuum floor in Fellowship Hall
- ☐ Trash and recycling taken to outside bins

Food Storage

- ☐ All leftover food removed unless labeled and approved for church use
- ☐ Refrigerator/freezer checked for unapproved items

Linens

- ☐ All used towels and wash clothes must be taken home, washed and returned in 48 hours

Agreement and Accountability

I have read and understand the **Resurrection Kitchen Use Policy** and agree to comply with all requirements, including food safety regulations and cleaning procedures. I understand that failure to follow these guidelines may result in loss of kitchen use privileges and/or fees for extra cleaning.

Signature: _____

Date: _____

Church Kitchen Lead / Staff Signature: _____

Date: _____