



Guidelines for Usage of Food Services Facilities and Catering Kitchens

- #1 Rule of Thumb: Leave it the way you found it (or better).
- No one has permission to use any equipment in Lakeside Grill. This includes ovens, grills, steamers, dishwasher, pots and pans, and serving utensils. The Faith Hall catering kitchen, Heritage Hall and the Warehouse are the only places available for caterers. Hot boxes can be loaned and signed out if needed.
- All trash must be taken to the dumpster on the loading dock. DO NOT LEAVE ANY TRASH IN THE TRASH CANS OR ASSUME THAT HOUSEKEEPING OR SOME OTHER DEPARTMENT WILL EMPTY IT. This can cause problems with roaches, insects and rodents in our facilities.
- All countertop surfaces used must be cleaned with sanitizer.
- Any debris on the floors must be swept and if necessary, mopped.
- At the end of your event, any leftover food or supplies must be removed from the premises. Do not leave leftovers in the coolers or freezer unless you have prior permission from the director of food services.
- If Lakeside Grill is used, the tables must be reset the way you found them, all table surfaces must be sanitized and the carpets must be vacuumed. This can be done by calling the Operations Ministry at extension 266. Do not leave until you see housekeeping vacuuming; do not assume that they will do it because you called.
- If you are using Lakeside Grill's patio, all debris and trash must be picked up and swept. The tables must be arranged the way you found them.

If these guidelines are not followed, the event sponsor/coordinator will be subject to a cleaning fee of \$100 and/or replacement charges for any equipment that is broken or missing.

Thank-you for your cooperation.



Normal church business service requests that require food service or supplies from the kitchen

- All orders are to be placed in the church service request system no later than Tuesday before the weekend closest to the event. Please include a list of the item(s) requested and the account number. No orders will be filled without the account number, and orders will be filled when requested except when an item is on backorder. In that case you will be notified of the arrival date. You will receive a phone call when your order is ready for pickup.
- All service requests that may involve the kitchen providing food and/or beverages to 50 or more people will need to be submitted via the MCSS church calendar no later than three weeks before your event, and followed up by a meeting with the food services director. See Reservation and Timelines document for event timelines.
- When in doubt about any of the above, please call the food services director at 770-234-8244.