



Revised 09-2011

POLICY FOR USE OF LAKEVIEW BAPTIST CHURCH FOOD SERVICES FACILITIES

The Fellowship Hall is available for group meetings. Guidelines for qualifying groups are as follows:

- **Lakeview Ministry Groups:** Defined as Lakeview organizations whose primary purpose is spreading the Word of God. Lakeview organized functions are not subject to the fee schedule.
- **Lakeview Supported:** Defined as those ministries or organizations supported in Lakeview's budget. Non-Lakeview organized functions are subject to the fee schedule.

MEETING EVENTS FEE SCHEDULE PER DAY:

Fellowship Hall	\$150
Kitchen/Hostess	\$150
Sound/Media	\$125 (\$200 for more than 6 hours)
Maintenance	\$125

Payment for all fees is to be made to Lakeview Baptist Church no later than two weeks before the approved scheduled event.

FACILITY USE AND SUPERVISION:

- Use of the kitchen is limited to groups who have the physical presence of a person trained and/or approved in Food Services procedures by the Lakeview Church Hostess/Food Service Director.
- Each event using the Food Services facilities must be scheduled through the church office and have a trained individual designated for the event.
- Such trained person must be present in the Food Services facilities during the entire food preparation process.
- Due to the inherent dangers associated with an industrial kitchen, children under the age of ten are not allowed in the kitchen or dishwashing area.
- All spills must be cleaned immediately to prevent contamination and/or slips and falls while working in the facility.

FOOD AVAILABILITY AND STORAGE:

- Outside groups must bring their own ingredients for food preparation (including such things as sugar, oils, and spices) unless other prior arrangements have been made with the Church Hostess/Food Service Director. If church food supplies are found to have been used, that group will be charged for replacement of those food supplies.
- Food for the event cannot arrive more than 48 hours prior to the event.
- Use of the walk-in cooler and/or freezer for food storage must be arranged in advance through the Church Hostess/Food Service Director to ensure adequate space is available.
- Food not intended for use by Food Services or a Lakeview sponsored event should not be stored in the kitchen areas.

USE OF KITCHEN NON-FOOD SUPPLIES:

- Kitchen items (including containers, pitchers, bowls, plates, utensils, coffee pots, serving trays etc.) are not available to be loaned out for personal use or for use at events not directly sponsored by Lakeview.
- Off-site Lakeview ministry sponsored events must arrange to check out such items at least one week in advance. Items must be properly cleaned and returned within 24 hours of the event. Items not returned or damaged will result in the sponsoring ministry being held responsible for replacement.
- If the event has leftover food, the event sponsor must bring their own containers to take the leftovers home. Prior arrangement with the Lakeview Church Hostess/Food Service Director must be made to store leftovers at Lakeview.
- Paper goods are available for Lakeview sponsored events. One week advance notification is required as to the quantity needed.

FOOD PREPARATION:

- Generally accepted food safety procedures will be applied in all food preparation, as outlined in ServSafe instructions and posted in the food preparation areas.
- It is the responsibility of the trained individual designated to the event to ensure that all involved in the food preparation process understand and comply with ServSafe instructions.
- Under no circumstances may food be prepared in the dish-washing area.

CLEANING:

- Counter-tops, tables, and all sinks must be wiped clean with a clean cloth and disinfectant.
- All dishes, utensils, flatware, glasses, pots, and pans are to be washed, sanitized, drained and stored in their proper location.
- Appliances used must be cleaned according to procedures provided by the Church Hostess/Food Service Director.
- Soiled linens are to be placed in the container provided.
- The facility must be left in the condition the responsible party found it.

Any questions or comments should be directed to the Church Hostess/Food Service Director or the Minister for Administration.

I have read and agree to abide by the above policies for Lakeview Food Service Facility use

Group, Event, or Ministry: _____

Name (Please print): _____

Signature: _____

Date: _____

Approved by: _____

Church Hostess/Food Service Director

_____ Date