

OLA Meeting Space User Agreement and Checklist

Marist Hall Kitchen

The first page of this document must be filled out by all persons/ministries that book meeting space at Our Lady of the Assumption Catholic Church.

Special advanced training is required to use the Marist Hal Kitchen and must be coordinated through the school.

The agreement/checklist must be signed and returned to Karen Kotara (kkotara@olachurch.org) at the parish office **no later than TWO WEEKS prior to the date of the event.** Only submit an original or a scanned PDF. Do NOT take a photo with your cell phone to turn in.

This Section is Required for Everyone Using the Marist Hall Kitchen

The Marist Hall Kitchen is located in the school and is accessed through exterior door at the MH Kitchen.

Please note that the Marist Hall Kitchen is a separate booking from the Marist Hall space. If you have booked the Marist Hall Kitchen and not Marist Hall, do not access the Marist Hall.

Event Name: _____ **Date:** _____

Ministry Name: _____ **Contact Name:** _____

Phone#: _____ **Email:** _____

Set Up Date/Time: _____ Door Unlock Time: _____

Start Time of Event: _____ End Time of Event: _____ Door Lock Time: _____

Please initial each item acknowledging the following:

- _____ No Alcohol usage/service is permitted in the Marist Hall Kitchen.
- _____ Kitchen will only be used by persons who have received the required training by the school
- _____ The space will be left in the same - or better - condition than prior to the event.
- _____ All food and beverages will be removed from the premises at the conclusion of the event. Any leftover food or beverage will be removed.
- _____ Trash, if any, must be emptied to the dumpster.
- _____ In the event of injuries, after providing the appropriate medical care, Benny Strozier, Business Manager, at bstrozier@olachurch.org will be contacted to submit an Archdiocesan Accident/Injury Report ***immediately*** following the incident.
- _____ In the event of damages, a note will be left in the Marist Hall Kitchen and Mrs. Mandy Crock, Principal of OLA School (mcrock@olachurch.org) and Benny Strozier, Business Manager (bstrozier@olachurch.org), will be notified immediately.

Signature of Ministry Leader

Date

Marist Hall Kitchen Cleaning Checklist

In the columns to the left check off each item as completed.

Be sure all of the following tasks are completed before leaving. Thank you.

1. _____ Wipe down and sanitize all table surfaces
2. _____ Sweep floor
3. _____ Mop floor after sweeping
4. _____ Take out all trash and put in dumpster
5. _____ Wash all dishes
6. _____ Put all dishes, cutlery, and knives in correct locations
7. _____ Wipe down outside of dish machine with sanitizer solution from 3-compartment sink
8. _____ Turn OFF dish machine - red switch on front
9. _____ Make sure dish pit surfaces/walls are clear of all food particles
10. _____ Wash and sanitize 3-compartment sink - be sure there is no food left in drains
11. _____ Sanitize dish machine and entire dish pit area/surfaces
12. _____ Wipe down stove/flattop area
13. _____ Wipe outside of fryer
14. _____ Be sure to clean any grease from fryer off the floor
15. _____ Clean up any spills inside of reach in cooler
16. _____ Sanitize hot serving lines if used
17. _____ Clean out hot boxes of any food
18. _____ Remove all food unless you have a prior arrangement with the school.

Thank you for adhering to these policies!

Working together, we can keep our parish and school home in good shape, sparkling clean, and ready for the next group who will use the facilities!