Space User Agreement: Marist Hall Kitchen/School Kitchen

Our Lady of the Assumption Catholic Church *(Page 1 of 2)*

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

Page Two of this agreement includes the required ***Cleaning Checklist Agreement.*** *Keep a copy of this for your records so that you have access to the procedures following your event.*

The document must be signed and returned to Bryan Shepherd, Campus Director of Facilities (bshepherd@olachurch.org) and Anne Stephens, Parish Life Coordinator (astephens@olachurch.org), at the parish office no later than TWO WEEKS prior to the date of the event.

Only the Original Form or Scanned PDFs will be accepted. No Photos.

Date of Event: _____ Name of Event: _____

Contact: _____ Ministry: _____

Phone: _____ Ministry Email: _____

Set-up Date/Time: _____ Door Unlock Time: _____

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

Initial each item below to acknowledge space rules.

_____ The Kitchen is only to be used by those with special training.

_____ No alcohol, No drugs, smoking, vaping, illicit substances, guns, or weapons of any kind are permitted.

_____ Kitchen will only be used by individuals who have received the proper training by the school.

_____ The space will be left in the same – or better – condition than prior to the event. If food and beverage are served, tables will be wiped down.

_____ Trash, if any, will be emptied in the dumpster across from the turf field.

_____ The floor will be swept and mopped as needed.

_____ Bathrooms will be checked to ensure they are in good condition.

_____ All food and beverages will be removed from the premises or stored in the appropriate storage closet at the conclusion of the event.

_____ In the event of injuries Jim Schweizer, Business Manager, at jschweizer@olachurch.org will be contacted to submit an *Archdiocesan Accident/Injury Report* immediately following the incident.

_____ In the event of damages Jim Schweizer, Business Manager (jschweizer@olachurch.org), and Mandy Crock, OLA School Principal (mcrock@olaschool.org) will be notified immediately.

_____ I acknowledge receipt of the Cleaning Checklist and will comply with all required procedures.

Only the Original Form or Scanned PDFs will be accepted. No Photos.

_____ _____

Minstry Leader Signature Date

Thank you for adhering to these policies! Working together, we can keep our parish and schools in good shape, sparkling clean, and ready for the next group who will use the facilities!

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.
8. ____ Turn OFF dish machine - red switch on front
9. ____ Make sure 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.