

Fellowship Hall/Church Kitchen Guidelines

FELLOWSHIP HALL

The Lutheran Church of Peace does not have an on-site custodian so **YOU** may set up the Fellowship Hall as needed for your activity.

When cleaning up, **we ask YOU please do the following:**

Extra tables are under the stage

Extra chairs are stacked as indicated on the map

- Re-set the thermostat if you changed the setting.
- Sweep the floor. Brooms and dustpans are found in the janitor closet next to the coat room.
- Take the garbage out to the dumpster and put fresh bag in garbage can. Bags are in coffee pot/roaster pantry.
- Close all doors.
- Turn off all lights, fans, and the fireplace if used.
- If you found something not working, please call 348-3166 to let us know; leave a message on the answering machine if no one answers.

Re-use of the Fellowship Hall for your group depends on **YOU** following these guidelines.

CHURCH KITCHEN

All cupboards and drawers are labeled as to what is in them.

The Lutheran Church of Peace does not have an on-site custodian so **YOU** are asked to clean up after yourself.

We ask that **YOU** please do the following:

- Wash all utensils and dishes; dry them **AND PUT THEM AWAY** in the appropriately marked cabinet/drawer.
- Hang dish cloths over dish rack to dry; a church member will pick up to wash.
- Clean coffee pots and put them away.
- Return carts to where they belong.
- Sweep the Floor. Brooms and dustpans are found in the janitor closet next to the coat room.
- Take the garbage out to the dumpster and put fresh bag in garbage can. Bags are in coffee pot/roaster pantry
- Remove all food used for your event from the refrigerator.
- Re-set the thermostat if you changed the setting.
- Unplug fans and turn off all lights.
- If you found something not working, please call 348-3166 to let us know; leave a message on the answering machine if no one answers.

Re-use of the Church Kitchen for your group depends on **YOU** following these guidelines.