



River Road Unitarian Universalist Congregation

A Member of the Unitarian Universalist Association

Kitchen Use Agreement (for Congregants)

The kitchen at River Road Unitarian Universalist Congregation serves us and the greater community. It should be a place where preparing food for celebrations and other occasions is a pleasure. In order to fulfill this mission, all users of the kitchen must be responsible for keeping it clean and organized.

Members of this community who use the kitchen are expected to:

- Responsibly use the kitchen and everything in it.
- Be respectful that property of RRUUC belongs to all of us and must be cared for and will remain in the kitchen for use by all.
- Adhere to the kitchen user guidelines located in the front of the kitchen handbook, located on the wall next to the pantry and attached here.
- Leave the kitchen ready for the next event, big or small, and if possible, a little better than you found it.

Day and date needed: _____ Time from: _____ to: _____

Purpose: _____

Name of group: _____

Responsible person(s): _____

Phone: _____

Form Submission:

Please return this completed, signed Agreement to Administrative Assistant, Ota Safertal, or Director of Administration, Andy Taylor. One copy will be filed in the office; another copy will be placed on the Kitchen Committee clipboard in the kitchen.

O:\RRUC\Rentals\Rental Contracts\Kitchen agreement.doc

RRUUC Kitchen User Guide

Keep In Mind

The kitchen is used by lots of different people who don't know that you brought in a special pan, food item, or stack of placemats for your upcoming event. If you must leave things in the kitchen temporarily before the event, LABEL THEM CLEARLY.

Plan Ahead!

At least a few days before your event, check the kitchen, pantry, and closet for utensils, pots, pans, etc. that you will need, so you will know what to bring.

Supplies

Please check the closet before you buy any paper or plastic ware. You are free to use any paper or plastic goods in the closet for your RRUUC event if there are lots of these items available. Please do not buy more with RRUUC funds as our storage space is limited.

Leftovers

Take or dispose of all open or perishable items. Please take home all leftovers, even those that are unopened, until we have a better system in place for managing dry goods. This means everything.

Linens

Please take linens home to be laundered. When returning them, place them back in the closet according to size and type.

Clean-Up

- Wash, dry, and put away everything that you have used.
- Never pour grease into disposal or down drains. Put grease into covered disposable container and place in garbage.
- Take garbage out to the dumpsters; replace trash can liners in garbage containers.
- Place metal, glass, and plastic recyclables in the commingled recycling container in the kitchen. Clean paper can be placed in any of the paper recycling containers elsewhere in the building. Please take recycling, such as cardboard boxes or nearly full recycling containers outside to the recycling dumpster.
- Wipe the counters with disinfectant.
- Wipe up any spills and sweep the floor.

Tell Us

Feel free to leave comments and suggestions in the kitchen handbook. Pages for this are located in the front cover pocket. We are striving to make this kitchen a place where River Roaders can easily and happily work together to make delicious foods. Please keep in mind that the Kitchen Committee has a limited budget, and there is no clean-up fairy! You may also use this area to report non-urgent breakage or loss. If there is a matter requiring urgent attention, please contact the RRUUC administrator.

Help Us

Donations of useful kitchen items, funds to the Kitchen Committee account, or your time are appreciated. Please check with a member of the Kitchen Committee BEFORE bringing in any donated items and understand that we will not be able to use everything offered.

Many thanks for your cooperation!
From the Kitchen Committee