**Instructions on signing out items from kitchen, tables & chairs.**

1. Since the kitchen is locked, the sign-out Clipboard is located in the Fellowship and Hostility Kitchen Returns tub outside the kitchen.
2. Please use the sign out clipboard for chairs, tables, tablecloths, and oven roaster #1 or #2 and coffee pot #1 only.
3. All other items must be approved by the Fellowship and Hospitality Chair.
4. Please note the following items may not leave HCOB because they are for use on the HCOB property only:
* Coffee pots #2 and #3
* Oven roaster #3 and #4
* Small appliances
* Pitchers
* All serving and individual utensils.
* Chafing Dishes
* Kettles
1. Place items borrowed from the kitchen in the F&H return tub. Chairs and tables should be returned to their proper storage area.
2. **Please fill out clipboard when items are returned.**
3. These guidelines were made to align with sav-serv regulations.