**Reserving the Kitchen for family activities for members.**

1. Members must contact Irene Hershey to reserve Kitchen with date, time, and need for use of the kitchen. Members may use kitchen for church activities and a family Holiday gathering. Members who are using the kitchen to serve the public or wedding have a caterer. Only licensed safe serv caterers may use the kitchen.
2. Irene will send the member the following info on Kitchen Guidelines and F&H sign-out and return information.
3. Members returning linens, items borrowed or applesauce jars can be returned to the tub outside the kitchen marked **Fellowship and Hospitality Kitchen Sign-out and Returns.** These items will be returned to the kitchen by the Fellowship and Hospitality team.

**Kitchen Guidelines email sent to members using the Kitchen**

Children under the age of 16 are not permitted in the kitchen unless supervised by a adult.

Pocketbooks, coats or personal items are not permitted in the kitchen. There is a pocketbook shelf marked under the phone.

**Microwave use:** cover food with a paper towel and wipeout microwave after use.

**Stove or oven usage:**

* Turn on the fan and light over the oven. Instructions on stove use are under the small shelf to the right of the stove on a clipboard.
* Please contact Mary Lou Ruth (717-682-6488) or Penny Kettering (717-875-5654) if you have questions about the stove.
* Grill – please do not set kettles or pans on grill.
* Dishwasher, grill and large electric kettle are only used by kitchen personal.

All used dishcloths/tea towels must be taken home after each activity, laundered and put in the tub outside the kitchen marked **Fellowship and Hospitality Kitchen Returns** to be returned to the kitchen by the Fellowship and Hospitality team.

All trash cans must be emptied after each function. Trash must be removed to the trash bins outside the JNH. Replace trash liners which are located in the cupboard under the phone. Please take all recycling items with you.

Make sure everything is put back in proper place before leaving.

All countertops must be washed down and then disinfected by the wipes by the phone. These wipes are in a red lid container marked Kitchen disinfecting wipes.

No food items are to be left in the kitchen-please double check refrigerator before you leave.

Any donations for use of the kitchen or JNH should be put in Claire Eshleman’s mailbox in an envelope marked facility usage with a date of use on it.