



**ST. BARNABAS EPISCOPAL CHURCH  
BUILDING USE POLICY  
COMMERCIAL KITCHEN  
(UPDATED SEPTEMBER 2018)**

**PURPOSE**

- ❖ As good stewards of our building resources we seek to maximize use of our facilities in accordance with our core values, the impact on other church programs, and costs to the church.
- ❖ The use of church facilities is subject to the approval of the Rector and designee of the Vestry of the church and is administered by the Parish Administrator through the church office.
- ❖ The request to use church facilities (including the commercial kitchen) is always subject to parish needs and prior reservations. Permission will be granted based on several factors: support of our core values, priority ranking of the user, and impact on our ongoing church activities. For those with ongoing regular meetings, we will work around your regularly scheduled meetings/events as much as we are able.

**RESERVATION GUIDELINES**

1. All reservations must be made with the Parish Coordinator in the church office. Please notify the Parish Coordinator as soon as possible if your scheduled time or day of the week changes. If you require additional time, please let us know as soon as possible.
2. For each group that uses the kitchen, at least one person must have and show proof of a food handler's license. In addition, caterers need to provide a copy of their business license as well as a copy of their liability insurance.
3. At the outset of the agreement, a walkthrough orientation will be conducted by the Kitchen Manager to make sure everyone is familiar with all the information covered in the Kitchen Manual and the Building Security Checklist. Please contact the Kitchen Manager to schedule a kitchen orientation.
4. St. Barnabas reserves the right to cancel space use due to extraordinary circumstances (e.g. funeral)
5. All fees are due and payable monthly. Fees will be invoiced based on the information from the sign-in sheets (for ongoing use) or through the Parish Hall rental form for individual events. Please make checks payable to St. Barnabas Episcopal Church.

## **EXPECTATIONS**

2. **NO SMOKING:** St. Barnabas Episcopal Church is a smoke-free facility. There is no smoking allowed anywhere in the building. Please pick up any cigarette butts or other smoking debris outside the building.
3. **ALCOHOL:** The use of alcohol is subject to specific prior approval from the Rector or Parish Administrator. With such approval, only beer & wine may be served and a non-alcoholic beverage must be provided. Under no circumstances is tequila to be used, as it is very harmful to the finish on the Parish Hall floor.
4. **FOOD & BEVERAGE:**
  - Use of the kitchen facilities requires that at least one member of the group have a food handler's license and that those working in the kitchen have an orientation with the Kitchen Manager.
  - Please keep all food and beverages in the appropriate areas. (Kitchen, Parish Hall and Close)
  - Clean up any spills or stains immediately.
  - Due to the possibility of permanent stains food or beverages containing red dye may NOT be served.
  - Users are to supply their own food service supplies. Church dishes and the dishwasher may be used with prior approval from and instruction by the parish contact.
5. **SUPPLIES:** Kitchen users are expected to provide their own food, beverages and food service supplies. Church dishes, utensils and paper products may only be used with prior approval. If you leave items in the kitchen by prior arrangement with the Kitchen Manager, please make sure they are clearly labelled with your business card or masking tape/name.
6. **CHURCH FURNISHINGS:** Church furnishings may not be moved without prior permission. Church flyers, announcements, or other posted materials are not to be moved.
7. **CLEAN-UP:** Users are expected to exercise care and leave the facility in good condition:
  - Wipe up stains or spills
  - Remove decorations, signs, etc.
  - Remove any food, supplies, etc. brought into the facilities.
  - St. Barnabas is a green facility – please minimize your trash by putting all items in appropriate bins – we have one for trash, one for recycling and one for composting. If you have excessive packaging, please haul it off site. Thank you for your cooperation.
  - Bag trash and place in the outside trash cans near the road. The key for the dumpster is hanging on the wall near the outside kitchen door.
8. **BUILDING SECURITY:** Users are responsible for leaving the facility in a safe and secure condition. See the Building Access Security Sheet for Specific instructions.
  - For entry to the building, use the keybox provided. Please make sure to return the key to the keybox, as the keys are used by many people. The keybox code will be furnished by the Parish Administrator.
  - Please do not prop open any doors – this is both for heating purposes and safety.
9. **PARKING:** Please park in the lower lot near the Parish Hall. **You may park in the area outside the kitchen door only temporarily for loading and unloading.** Please do not block the road going through parish property as it is used by residents who live below the church.

**ST. BARNABAS EPISCOPAL CHURCH**  
**BUILDING SECURITY CHECKLIST**  
for Parish Hall and Kitchen

**Parish Hall:**

- Close and lock exterior doors, including double doors from Parish Hall to Close. These doors often look closed but need to be pulled firmly shut.
- Recycle/trash/compost out to appropriate containers
- If fireplace is used, make sure that it is turned off.
- If instructed to do so, turn the thermostat down to 68 degrees
- Return key to key box and make sure it is securely locked

**Check Lights:**

- Parish Hall lights off
- Kitchen lights and equipment off.

**ST. BARNABAS EPISCOPAL PARISH**  
**COMMERCIAL KITCHEN RENTAL AGREEMENT**  
**FOR COMMERCIAL KITCHEN USERS**

Date of Request: \_\_\_\_\_

Company/Person: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Phone (H): \_\_\_\_\_ (C): \_\_\_\_\_

Description of Business: \_\_\_\_\_

Regular Day/Time of Use: \_\_\_\_\_

Keybox Code Given Yes  No

ROOM/HALL	CHECK IF REQUESTED	APPROVED	FEES	
Kitchen Use	<input type="checkbox"/>	<input type="checkbox"/>	\$12/Hr	

**ST. BARNABAS EPISCOPAL CHURCH**  
**BUILDING USE POLICY AGREEMENT**  
**FOR COMMERCIAL KITCHEN USERS**

Date of Request: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Address: \_\_\_\_\_

\_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_

**HOLD HARMLESS AGREEMENT**

We, \_\_\_\_\_ agree to protect, indemnify, save and keep harmless, St. Barnabas Episcopal Church, the Episcopal Diocese of Olympia and the Bishop against and from any and all loss, cost, damage, expense, including attorney's fees arising out of or any accident or other occurrence on or about said premises, causing injury to any person or damage to any property whomsoever and whatsoever and will protect, indemnify and save and keep harmless the above cited entities to be protected from any and all claims arising out of our use of the aforesaid premises.

Signature of Organization's Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Church's Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**BUILDING USE AGREEMENT**

I hereby certify that I am the authorized representative of the above organization; that the statements are true to the best of my knowledge; and that we will adhere to the expectations and guidelines of St. Barnabas Episcopal Church Building Use Policy, the Building Security Checklist and the Kitchen Manual, all of which I have read and understood.

\_\_\_\_\_  
(Requestors Signature)

\_\_\_\_\_  
(Church Representative)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)