

CONTINUING RESOLUTION
St. Luke's Lutheran Church
Sacramento, CA

Number: CR-2013-1
Title: Kitchen Use
Board/Committee: Facility Use Committee (Executive Board)
Effective Date: July 16, 2013
Voided Date:

References: Constitution – C5.03(e) & (f), C12.05, C13.05; Bylaws – B13.05.00, B13.18.06.

RESOLUTION: The Facility Use Committee will provide oversight of the use of the kitchen by non-church organizations.

Definitions:

- Kitchen: The two designated areas adjacent to Schultz Hall commonly referred to as the “Kitchen” and “Kitchen Behind Schultz Hall”, with facilities for cooking and preparing food.
- Non-Church Organization: Any organization that is not directly a function of the Church. This includes any use by a church member for a personal engagement (birthday, anniversary, etc.).
- Authorized Member: A member of St. Luke's who is familiar with the kitchen and appliances and is approved by the Facility Use Committee.

Procedures:

1. The use of the kitchen will be strictly controlled by the Facility Use Committee or Congregational Council.
2. Granted use of Schultz Hall or the multipurpose room will not automatically include the use of the kitchen.
3. Non-church organizations must separately request use of the kitchen by written letter or by completing the attached form. The request must include the following specific information:
 - a. Date(s) and time(s) of proposed use
 - b. Intended use that would require access to the kitchen
 - c. Equipment/appliances, dishes, place settings, etc. requested to use
 - d. Organization point of contact and person responsible for the proposed event to include telephone number and address
 - e. Pre-coordination with an authorized member of St Luke's to oversee kitchen use and who will be present during entire time the kitchen is in use. If an authorized member is not pre-determined, then the request needs to indicate the need for authorized member attendance.
4. The organization must provide its own disposable material (plastic flatware, paper towels, napkins, paper plates/cups).

5. Upon completion of use, the kitchen must be cleaned up to or better than the condition in which it was initially found. All trash and unused food materials must be removed either to the trash bin or other user conveyance.
6. Equipment/appliances misused and/or damaged will require the user to reimburse St. Luke's for the standard replacement cost determined by the Facility Use Committee or Congregational Council and may result in a ban on future use.

APPROVED:

Signature of Church Secretary (officer) Date Approved

VOIDED:

Signature of Church Secretary (officer) Date Voided