

KITCHEN USE AGREEMENT

Heart of Longmont, a United Methodist Congregation
350 11th Avenue, Longmont, Colorado 80501, 303-776-3523, heartoflongmont.org
Emergency/After-Hours Phone Number: 575-650-7502

I/we _____
representative(s) of, _____
(renting organization/group/individual), agree to full use of the Heart of Longmont's kitchen, according to this Kitchen Use Agreement, the Facility Use Policies, Facility Use Fees and Security Deposits.

By signing this Agreement, I/we agree to the following:

1. Other than appliances, counters, dishes, flatware and coffee pots, users must provide all of its/their own food and supplies.
2. No food or supplies are to be left in the kitchen, which includes refrigerator, freezer, counters, tables, etc.
3. All dishes, flatware, pots and pans, etc., which is the property of Heart of Longmont, must be washed in dishwasher, and put away in a neat and tidy fashion in the appropriate drawer, cabinet, etc.
4. All counters and tables must be cleaned with hot, soapy water and disinfected with 10% bleach solution found at dishwasher.
5. Kitchen floor and Wesley Hall floor (if Wesley Hall is used), must be swept and spills must be cleaned up.
6. All trash must be removed and placed in trash dumpsters on the east side of the building.
7. Tablecloths used (with permission) must be washed, dried and neatly folded, and returned to church office (or UWF representative) within 3 to 5 days from use.

Kitchen tour/orientation completed by _____, UWF
representative, on (date) _____.

Date _____

Name of Organization, Group or Individual

Signature of Individual or Representative

Leadership Council Chairperson/Vice-Chairperson Leadership Chair/Vice-Chairperson Signature