

**FACILITY USE AGREEMENT  
ATTACHMENT "C" – KITCHEN**

**NON-TRINITY AND/OR NON-CHURCH SPONSORED EVENTS**

1. Request use of the kitchen by completing the "Request/Workorder for Use of Facilities."
2. Non-Trinity and/or Non-Church sponsored events will be scheduled no earlier than four months prior to an event. These events will be facilitated through a contract that will include a refundable security deposit as long as no expenses were incurred by Trinity. Kitchen usage fees will be applied according to use requested. Fees would be to cover costs, not to generate a profit.
3. All caterers must be appropriately licensed/certified and approved by Trinity Evangelical Lutheran Church.
4. User group is to provide all consumable items needed for the event.
5. User group is to provide all paper products required for the event.
6. User group will have Certified Food Handler on site during entire event who will oversee training and work of those handling food (both preparation and serving) in accordance with standard sanitary procedures.
7. User group must be qualified to use kitchen equipment requested.
8. A member of the Hospitality Committee, or designee, will check on the condition of the kitchen prior to the completion of an event. He or she can answer any questions that you may have.
9. The consumption of alcoholic beverages or smoking is not permitted on the church campus.
10. Written permission to serve food and beverages in areas other than Social Hall or Hyson Hall is necessary in general access areas.
11. Disposition of any leftovers, bags, boxes, etc., is the responsibility of the group using the kitchen immediately following the event. (See Attachment A, Number 2.)
12. Should damage or breakage occur, the user designated on the Facility Usage Policy is responsible for the cost of repair and/or replacement of item(s).
13. Trinity not responsible for providing dishes, cutlery, or serving ware, coffee pots, coffee makers, or cookware.