

## **Peace Center Kitchen Agreement**

### **Peace Lutheran Church**

400 Franklin Street SW  
Hutchinson, MN 55350  
320-587-3031

The congregation of Peace Lutheran Church is most pleased that you are using the Peace Center Kitchen.

The congregation of Peace Lutheran Church considers the Peace Center Kitchen, along with its total facilities and property, as blessings from our God and seek to be good stewards of these blessings.

Your cooperation in following these guidelines is greatly appreciated.

- See Property Facilities Use Agreement for rates which apply to Peace Center Kitchen.
- The Director of Congregational Services, or a representative of, will meet with you prior to the event to provide a tour of the kitchen and answer questions you may have regarding expectations and equipment usage.
- Peace Lutheran Church will not be held responsible for loss of personal items or any accident in the Peace Center Kitchen during the rental period.

**Automatic Dishwasher** - You are encouraged to use the automatic dishwasher. When the last dishes have been washed please turn the dishwasher off, open the drain, and wipe the dishwasher and stainless steel area - including the sinks - down with vinegar and a rag, which will be provided to you.

**Cleaning Guest Tables** - At the conclusion of the activity, all guest tables are to be wiped down with soap and water.

**Coffee Maker** - Please feel free to use the commercial coffee maker. Please contact the Director of Parish Services to purchase the coffee prior to the event.

**Dishes, Utensils, Pots and Pans, Electric Roasters, etc.** - These items are provided for your convenience. Please, after usage, wash dry and place back in original location.

**Freezer** - A small freezer is available in the Peace Center Kitchen. Please contact the Director of Parish Services for details and available space in the freezer.

**Garbage** - Please place all garbage in plastic bags which will be furnished, tie and place in the service room adjacent to the kitchen.

**Kitchen Towels** - Usage of kitchen towels is acceptable, but must be laundered and returned after use.

**Recycling** - You are encouraged to recycle. Recycling bins are available for your usage outside the Peace Center Kitchen. Recycling bins are identified for glass, plastic, tin and aluminum cans.

**Refrigerator Usage** - Please contact the Director of Parish Services as to needed refrigerator space for your event. We would like to remind you to take your food products from the refrigerator when you leave the facility. Peace Lutheran Church reserves the right to dispose of or use any food products remaining in the refrigerator 24 hours after the event.

**Serving Counters and Kitchen Counters** - All serving counters, kitchen counters, tops of stove and microwave will be washed down with soap and water.

**Steam Table** - Please empty water containers on the steam table and wipe down with vinegar.

I hereby understand and agree to the stated guidelines of this agreement and the use of the Peace Center Kitchen.

Signed this day \_\_\_\_\_ of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Representative of Food Services

\_\_\_\_\_  
Director of Congregational Services

Payment Amount \$ \_\_\_\_\_

Date Received \_\_\_\_\_

**Please provide a copy of this completed form to the food service provider, a copy for the Director of Congregational Services, and a copy with attached payment to the finance office.**