

Kitchen Use Guidelines for Renters

Groups and their caterers using the kitchen facilities at the Ethical Society must observe the following guidelines. Failure to leave the kitchen in order will result in additional cleaning fees charged to the renting party.

1. Unless previously arranged, use of the Ethical Society's pots, pans, coffee makers, dishes, cups, glassware, flatware, salt and pepper shakers, pitchers, candleholders, vases, trays, and foodstuffs is not permitted.
2. The Ethical Society does not have an ice machine. Purchased ice may be stored in the chest freezer located in the hall.
3. Stoves and ovens may be used with proper care. Please make sure all are completely turned off when finished. Wipe down all stove, oven and warmer surfaces after use.
4. If the Bain Mariés are used for warming, please remove water from the reservoirs and clean the pans after use.
5. Dispose of all leftover food and beverages. Take them home or donate immediately to a shelter.
6. Before putting dishes through the Hobart sterilizer, please **scrape all food from them into the trash and not into the sinks**. Keep dirty dishes away from silverware stored on the counter.
7. The Ethical Society recycles. Please place paper, cardboard, plastic, aluminum and glass (rinsed and free of food) in the appropriate containers.
8. If used, wash and put away all dishes, utensils, pots and pans.
9. If coffee is brewed on site, **please do not dispose of coffee grounds in any sink**.
10. Wipe down all kitchen surfaces, carts and trays with sanitizer.
11. Wipe out sinks and run disposals with cold water running.
12. Wipe up any spills on floors
13. Sweep floor and return broom and dustpan to closet.
14. Bag up all trash, secure and place in dumpster located on the back parking lot. **Do not drag full bags across the floor.**

Your cooperation is greatly appreciated!