

To: All ministry leaders  
From: Updated by Jean Coyne (1/04)  
Subject: Change in Kitchen Policies

Due to the increased use of the kitchen and some problems with items not being returned in a timely manner, we have adopted a check-out policy for items in the kitchen. This will maintain accessibility while increasing accountability for the kitchen's use.

1. There will be a clipboard in the office for signing out items from the kitchen. Anything removed from the kitchen must be "signed out" on this clipboard and initialed when returned.
2. A number of the cabinets in the kitchen will be locked. If you need access to these cabinets during office hours, please see the office staff who will accompany you to the kitchen or loan you the key to those locks, and permit you to sign out the items you need.
3. If your need for these items occurs during hours where there is not a person available to check the items out, then you will need to make arrangements ahead of time with Debbie Farrar or a person she has appointed to assist you.
4. If items you need are of such a nature that you need them on a regular basis, the facility budget will permit us to purchase those items for your ministry's regular use or to purchase additional items that are more accessible.
5. Those ministries which made advance reservations for the kitchen will be allowed to "check out" the key for the cabinets if their need for those items requires access to them.

Any questions may be directed to Bob Hanson or Debbie Farrar.