

Emmanuel Lutheran Church

Building Use Policy

Eligibility for Use

The church building is available free of charge for use by members, committees and church groups in support of church related activities.

The building is available to members for non- church related activities.

The building is available to non-church members and other organizations with a church member as sponsor for a rental fee of \$50.00.

1. **Use by members and friends who have made a financial commitment to the church for non-church related activities**
 - a. May use the building at no charge for family-related rites of passage events such as weddings, memorials, dedications, birthdays, anniversaries, graduations and retirements.
2. **Use by non-church members or non-affiliated groups**
 - a. Non-affiliated groups whose purpose is compatible with the church's values may rent space.
 - b. Activities held based on the rental of church space may not be incompatible with the values of the church.

Rentals by affiliated organizations, non-church members and non-affiliated groups when a member of the church is not present during the event will require the services of a Church Office designee. That person will:

1. Provide access to the building and secure the building at the conclusion of the event.
2. Assist in locating supplies and any other church property (tables, chairs, etc.) included in the rental agreement.
3. Ensure appropriate cleanup and removal of decorations, etc.

A/V and Sound equipment are not available.

Alcohol Use – No alcohol will be permitted in the church or on the church parking lots.

General Provisions

- Church events and activities will have first priority. All requests for building use are on a first come, first served basis.
- A rental reservation must be on file with the office for all affiliated organizations and non-church rentals.
- You, as the responsible party, must provide any food, beverages and paper products to be used for your event. This includes coffee, napkins, cups, plates and plastic ware. The church has two refrigerators in the kitchen. If you wish to use these, please inquire at the time of your reservation as to the availability.

Emmanuel Lutheran Church
Food Safety Policy

This policy applies to all staff/volunteers that handle food, including but not limited to: Wednesday night chefs, religious education volunteers and childcare staff.

New volunteers will be required to review this policy with staff or volunteer leaders and sign off on policy annually before they are allowed to handle food. Additionally, safety checklists will be posted in the kitchen.

There are several areas of food safety as outlined below:

Wash hands frequently, using hot water and soap:

- v Before starting work
- v During food preparation as often as necessary to prevent cross contamination when changing tasks and when changing from handling raw foods to cooked foods.
- v And after:
 - coughing, sneezing, using a handkerchief or tissue.
 - Touching bare human body parts.
 - Eating, drinking or smoking.
 - Handling raw meats, poultry and fish.
 - Handling garbage, sweeping or picking up items from the floor.
 - Using cleaners and other chemicals.
 - Using the toilet.
 - Handling soiled equipment and utensils.
 - Switching between raw foods and ready-to-eat foods.

Avoid cross-contamination:

Cross contamination occurs when harmful bacteria are transferred from one food to another by means of a nonfood surface, such as utensils, equipment or human hands. Cross contamination can also occur food to food, such as when thawing meat drips on ready-to-eat vegetables. Prevent cross contamination by observing these recommendations:

- v Use proper hand washing procedures.
- v Use clean and sanitized utensils and cutting boards when preparing food. Clean cutting boards thoroughly with hot soapy water, followed by a hot water rinse.
- v Store cooked food and raw food separately. Do not leave raw meat out on the counter for more than a few minutes.
- v Wash all fresh fruits and vegetables with clear running water. Use a brush as necessary.

- v Wash, rinse and sanitize can openers. Wash and rinse tops of cans before opening.
- v Prepare batches of food no further in advance than necessary. If necessary to prepare in advance of serving, refrigerate immediately.

Thawing

Thaw foods in refrigerator units, under cool running water, or in a microwave oven (depending on the amount of food). If thawing foods in running water, do not allow thawed portions of raw animal foods to be above 41F for more than four hours.

- v Do not thaw meat or other foods at room temperature.
- v Cook microwave-thawed foods immediately.

Cooking

- v Cook foods to a safe internal temperature.
- v Do not interrupt cooking times by partially cooking foods.
- v Use tasting spoons -- not the stirring spoon -- to test foods. A clean tasting spoon should be used every time food is tested.

Holding/Displaying Foods between Preparation and Serving

- v Fresh vegetables and produce must be refrigerated until preparation/cooking or serving.
- v Keep hot foods hot and cold foods cold.
- v Hold cold foods in serving containers on ice or in the refrigerator.
- v Do not put previously held food on top of freshly prepared food. Use up the previously held food first.
- v Do not handle ready-to-eat foods such as lettuce, ham and cheese with bare hands. Use spatulas, tongs, or clean utensils to handle food.
- v In self-service/buffet situations, provide spoons or tongs so human hands do not touch food.
- v Handle plates by their edges, glasses by the bases and cups by their handles.
- v Handle utensils by their handles.
- v Use metal or plastic scoops -- not glasses, bowls, cups or plates -- to scoop ice.

In addition to the above requirements all volunteers are responsible for:

- v Keeping cooking/serving areas clean.
- v When finished, make sure the space is left the way you found it or better.
This includes wiping down countertops, the stove top, and the sink area.
- ❖ If you are cooking do not leave oven or stove unattended while it's on.
- v Do not leave leftover food in the fridge unless you have spoken to staff and know how that food will be used in the future.
- v Label all items left in kitchen or pantry as appropriate.

This policy protects you, the church, its members and friends.

Signature_____ Date_____

Staff Signature_____ Date_____

1-7-18

Emmanuel Lutheran Church

Use of church-owned equipment

Church-owned equipment is defined as any piece of equipment purchased with church funds or accepted by the Council as a donation to the church. The basis of this policy is to safeguard the equipment from damage or loss.

This equipment includes, but is not limited to,

- Chairs and tables
- Assistive medical devices such as wheelchairs and walkers

Equipment NOT available:

- Sound system equipment
- Musical equipment
- Audio-visual equipment
- Kitchen equipment and dishes
- Classroom equipment and supplies

Church-owned equipment is for use within the church building for church events and rental events. This equipment is not for the personal use of church members. However, the assistive medical devices are used as part of Caring Ministry and as such, may be loaned to church members for temporary use. The Caring Ministry volunteers are responsible to track the assignment and return of this equipment.

If a church member desires to borrow church-owned equipment for a church-related event on private property, the member should contact the Office a minimum of 1 week in advance to determine if the equipment can be temporarily loaned to the member. The Office will consider, among other things, the availability of the equipment in relationship to other church events during the same time period, the type of equipment requested for use, the beginning and ending date of the loan and the location of the event. If the use of such equipment is granted, arrangements for pick-up and return should be made with the Office. The church member is responsible for the safe transportation, storage and appropriate usage of the equipment when not on church property.