

## Use of Facilities Kitchen Use Addendum

### Kitchen Rules of Use:

- ◆ Service of Coffee/Snacks only for an event is allowed without additional fees at the discretion of the booking agent. A kitchen supervisor may be required.
- ◆ DC coffee urns/kettles may be used provided they are cleaned properly after use.
- ◆ Groups must supply their own grocery/catering items (including coffee, creamer, sugar, stir sticks, napkins, paper cups, etc.). DCC coffee/beverage supplies are for DC ministry groups only.
- ◆ Table linens are not available for use. Rentals are available at AlSCO.
- ◆ Groups serving previously prepared food (e.g., potluck, pizza, sandwiches, etc.) are permitted use of the kitchen to reheat and serve with a DC Kitchen Supervisor present or at the discretion of the booking agent. Use of our dishes, serving trays, etc. must be requested at time of booking.
- ◆ Groups wishing to cater their own meals (prepare and serve on site, no licensed caterer) are allowed use of the kitchen **only if a DC kitchen supervisor is present**. Use of our equipment/supplies must be requested at time of booking.
- ◆ Groups renting our facility for a banquet/meal supplied by a professional caterer **must request approval** of the caterer and request any DC kitchen equipment to be used **before your event will be booked**.
- ◆ The kitchen is to be left clean.
  - ◆ All dishes/equipment to be washed and put away
  - ◆ Garbage securely bagged and ready for removal.
  - ◆ Floor swept and counters cleaned



**DALHOUSIE  
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