

# **The Use of Our Saviour's Lutheran Church Facilities**

## **Approved by the Parish Council December 2011**

Our Saviour's Lutheran Church (OSLC) recognizes that it can meet its mission by providing its physical facilities in support of other organizations and programs designed to serve the community. It is OSLC's commitment that all activities on its property be consistent with its vision and mission and be compatible with the purposes for which the facilities were constructed.

At the same time, Our Saviour's desires to be good stewards of its facilities and its equipment. The purpose of this policy is to provide guidance to request, schedule, use and maintain OSLC's facilities.

The Property Use Agreement is to be used for occasional use, e.g., one-time or a few hours one day each week or month. Longer term and continuous use of the facilities requires a lease that documents full use of the facilities. Such leases are to be reviewed for renewal by the Property Committee and approved by the Church Council each year in before or after 1 January. All groups entering into a Property Use Agreement with OSLC must provide proof of general liability insurance as outlined in the Property Use Application and Property Use Agreement.

The Wedding Policies and Procedures of OSLC provide guidance concerning scheduling, planning, and conducting weddings and receptions. Please consult this document for details.

Copies of OSLC's Property Use Application, Property Use Agreement and Wedding Policies and Procedures may be obtained from the church office or from OSLC's website at [www.oslc norge.org](http://www.oslc norge.org).

### **Priorities for Facilities Use**

The ministries of Our Saviour's take priority for the use of the facilities.

Since funerals are unplanned, the use of the facilities will be given priority. Scheduled events may be cancelled in order to accommodate a funeral.

### **Approval Process**

The OSLC's Church Council delegates the use of OSLC's facilities for members, and outside individuals and groups to the Office of Pastor.

The OSLC's Church Council has delegated the approval of requests for occasional use such as a "one time only" use or for a few hours one day each week or month to the Office of Pastor

(e.g., Administrative Assistant). Longer term and continuous use of OSLC's facilities must be approved by OSLC's Church Council.

Approval for the use of Facilities of LCR does not constitute or imply any endorsement by OSLC of the individuals, group or organization utilizing OSLC's facilities. Individuals, groups and organizations approved to use OSLC's facilities are not to advertise their use of OSLC's facilities in such a way as to imply any endorsement by OSLC. No activities, advocacy or solicitation may take place within the LCR congregation or in its facilities that conflict with the practices of OSLC and the Evangelical Lutheran Church in American (ELCA).

## **Procedure to Request Use of Facilities**

The individual or group requesting use of LCR Facilities shall:

1. Obtain and complete a Property Use Application and the Property Use Agreement from the church office or at OSLC's website: <http://www.oslcncorge.org>.
2. Attach any additional information you believe that might be useful in helping in determining if OSLC can accommodate you or your group.
3. Return the Property Use Application and the Property Use Agreement and other required documentation to the church office. You will be notified of whether it is approved or not approved. While it is OSLC's intent that the review of Property Use Applications will be conducted in a prompt manner, within two weeks or so, it is the responsibility of the requesting individual to provide sufficient time in advance of the proposed use when submitting the Property Use Application for OSLC's review. The Administrative Assistance shall check the availability of the Facilities for the use requested and schedule the use if approved. OSLC's first priority for use of its facilities is to congregational programs and membership needs. The Administrative Assistant shall review the requested use and approve or disapprove occasional use requests as appropriate. Requests for longer term and continuous use will be forwarded to the OSLC Church Council for approval.
4. Fees will be mailed or delivered to the Office of Pastor. The Administrative Assistant will collect all fees and will maintain an executed copy the Property Use Agreement, or lease as the case may be, together with copies of all relevant information, including proof of insurance, on file in the church office.

**PROPERTY USE APPLICATION**  
**Our Saviour's Lutheran Church**  
**Norge, Virginia 23127**

Date \_\_\_\_\_

Name(s) of Individual/Organization:

\_\_\_\_\_

Address: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Individual/Organization's Purpose: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Frequency: \_\_\_ One Time Only \_\_\_ Weekly \_\_\_ Monthly \_\_\_ Other

Which day(s) of the week: \_\_\_ Mon \_\_\_ Tue \_\_\_ Wed \_\_\_ Thurs \_\_\_ Fri \_\_\_ Sat \_\_\_ Sun

**General Information**

Describe *IN DETAIL* the type of event you will be bringing to OSLC, including number of participants.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will tickets be sold or admission charged for your event? ( ) Yes ( ) No

If yes, what are the admission fees and how will the net proceeds of this event be used?

\_\_\_\_\_

Is your group a Nonprofit 501(c)(3) organization? ( ) Yes ( ) No

Nonprofit Tax ID Number: \_\_\_\_\_

**Rooms Requested**

- Sanctuary
- Narthex
- Library
- Parish Hall
- Kitchen
- Classroom (s)
- Playground
- Other ( \_\_\_\_\_ )

Expected Number of Participants: \_\_\_\_\_

Will food or drink be consumed?    ( ) Yes ( ) No

Will alcohol be consumed?            ( ) Yes ( ) No

Special Needs or Requests



**Equipment Needs**

- Piano
- Organ
- Tables (# )
- Chairs (# )
- Other ( \_\_\_\_\_ )

**Fees**

Payment by check only (no cash) to: Our Saviour's Lutheran Church

Facilities Usage Fee \_\_\_\_\_, per Property Usage Fee Schedule

Damage Deposit **\$100** (Refundable – separate check)

Key Deposit \_\_\_\_\_ (\$50.00 per key, Refundable – separate check)

Cleaning Fee \_\_\_\_\_ (When property use provided at no charge)

AV Assistance Fee \_\_\_\_\_

\_\_\_\_\_ Request Approved    \_\_\_\_\_ Request Denied

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Agreement Close-Out Notes**

\_\_\_\_\_ Damage Deposit Refunded [insert to who, how much and date]

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\_\_\_\_\_ Damage Deposit Retained [insert amount and reason]

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\_\_\_\_\_ Key Deposit Refunded [insert to who, how much and date]

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\_\_\_\_\_ Key Deposit Retained [insert amount and reason]

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Signature \_\_\_\_\_ Date \_\_\_\_\_  
Church Council President or Designee

**PROPERTY USE AGREEMENT**  
**Our Saviour's Lutheran Church**  
**Norge, Virginia 23127**

For and in consideration of the sum of \_\_\_\_\_ and subject to the terms and conditions set forth herein, Our Saviour's Lutheran Church (OSLC) agrees to grant a revocable license ("License") to \_\_\_\_\_ ("User") for use of certain real property owned by the OSLC. The OSLC and User agree as follows:

1. Property: User shall have the right during the term of this License to use the following areas of OSLC \_\_\_\_\_ (the "Property") for \_\_\_\_\_ under the terms and conditions set forth herein.

2. Term: This License commences on \_\_\_\_\_ at \_\_\_\_\_ a.m. and expires on \_\_\_\_\_ at \_\_\_\_\_ p.m.

3. Compliance with Laws/Rules/User's Responsibilities: User is required and agrees to comply with the OSLC facilities and Use Policy. User acknowledges that it has received and reviewed a copy of said Policy, specifically acknowledges that LCR has the right to cancel this License at anytime.

4. Unlawful Use: User shall not allow or permit any unlawful or illegal activity on the Property in connection with its use of the Property. User shall not permit or allow the creation of any nuisance on the Property in connection with its use of the Property.

5. There is no smoking in the facilities. Smoking is permitted outside in designated areas that have Cigarette Butt Receptacles (e.g., near the handicap ramp of the parish hall).

6. "AS-IS" Condition of Property: User accepts the Property "AS-IS", OSLC having no obligation whatsoever to make any alterations or improvements to the Property, nor is the OSLC obligated to provide any services, including security services, in connection with User's use of the Property. User accepts responsibility for the security of its users.

7. Risk of Use: OSLC shall not be liable for any damage to persons or property arising from or connected with User's use of the Property.

8. Indemnity: User hereby agrees to indemnify and hold harmless OSLC and its staff, Officers, Church Council, agents, members, volunteers, and/or employees, from any and all loss, liability, cost, claims, demands, damages, actions, causes of action, suits or expenses (including without limitation reasonable attorneys' fees and expenses) arising out of or in any manner related to or connected with the Use by the User or its employees, agents, guests or invitees, provided,

however, that this indemnity shall not be applicable to any loss or liability caused by OSLC's willful misconduct.

9. Insurance: Non-church groups are required to provide coverage described as follows:  
(a) General Liability - User shall at its sole cost and expense keep in force throughout the term of this Agreement, a Commercial General Liability policy, which includes broad form property damage, contractual, personal injury, products and completed operations coverage with respect to the Use shall add the Our Saviour's Lutheran Church as additional insured to such policy, and shall include a waiver of subrogation in favor of OSLC, all in such form as shall be reasonably satisfactory to OSLC. Such insurance shall be in an amount of not less than One Million Dollars (\$1,000,000) for each occurrence, bodily or personal injury and/or property damage combined.

User's insurance carrier shall notify OSLC within thirty (30) days of any substantial reduction, termination or cancellation of said coverage. Evidence of the foregoing requirements shall be furnished to OSLC by valid certificate of insurance issued by or on behalf of the User's insurance carrier which shall be delivered to OSLC prior to the commencement date of this Agreement.

(b) Worker's Compensation - When required by Virginia law (employer has 3 or more workers), the User shall keep in force a Worker's Compensation policy with statutory limits and Employer's Liability with \$500,000 limits. Policy shall include a waiver of subrogation in favor of OSLC. User's insurance carrier shall notify OSLC within thirty (30) days of any substantial reduction, termination or cancellation of said coverage. Evidence of the foregoing requirements shall be furnished to OSLC by valid certificate of insurance issued by or on behalf of the User's insurance carrier which shall be delivered to OSLC prior to the commencement date of this Agreement.

9. Interest Created: This License shall not create any easement rights, leasehold interests or other interests in land. The rights of User in and to the Property created under this License shall not be subject to levy, sale, assignment or subletting.

10. Changes to License: This License represents the entire agreement between the parties hereto. No change to the terms of this License shall be effective unless it is in writing, signed by both the parties hereto.

11. Execution: The undersigned, executing on behalf of User, certifies that he/she is an agent of the named organization and is authorized to execute this Revocable License.

In witness hereof, the parties have executed this Revocable License to be effective as of this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Name of Individual/Organization:**

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Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Our Saviour's Lutheran Church**

Signature: \_\_\_\_\_  
Church Council President or Designee

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## **Rules and Regulations**

### **1. Keys**

A key deposit is required of non-members as designated on the Property Usage Fees schedule. This deposit is refundable upon return of the keys. No keys may be reproduced for any reason. Every key holder must report the loss of a key to the Office of Pastor (e.g., Administrative Assistant) as soon as possible.

### **2. Church Property**

Church property will not be loaned, borrowed, or removed from Church premises without prior permission from the Office Pastor. A Property Use Form must be filled out and approved by the Office of Pastor. Audiovisual equipment will not be loaned for use outside OSLC Facilities under any circumstances. The person signing for the equipment will be held responsible for the condition and return of the equipment. Any contributions made for the use of equipment will be accepted and put into the Properties Fund for upkeep and replacement. Church property such as chairs, tables, etc. may be used when using the facility under the rules herein.

### **3. Scheduling**

If a scheduling conflict emerges among the requests for the use of the facilities, the Church Office will resolve the conflict by offering an alternative time or facilities. If this effort is unsuccessful, then approval will be based upon following priorities:

- a) Church worship service, including weddings, funerals, Sunday School.
- b) Meetings of church council, committees, and other church organizations.
- c) Social and recreational activities of church groups.
- d) Church sponsored or supported organizations such as Boy Scouts, Cancer Support Group, and AA.
- e) Organizations that use the facilities monthly such as Piecemakers (Quilters)
- f) Community service and educational organizations.

A calendar of all church activities will be maintained by the Church Office and available on the church's web page (<http://www.olscnorge.org>).

If it is necessary to close the facilities due to inclement weather, the Church Office will call the scheduled user. Additionally, listen to the local radio station and check the church's website.

### **4. Facility Care**

The church area used by your group must be left clean and orderly with church furniture and property returned to its designated place. If any notices, bulletin boards, posters, or signage must be temporarily removed from the walls, or if any furniture or accessories must be temporarily relocated, please use care to not damage the items when they are removed or relocated and return the items to the original location when finished. Please note the Set-up

Plan posted for guidance in returning this room to its designated condition. Please coordinate setup and cleanup of the space being used with the church office to avoid conflicts with other scheduled uses. Please observe the following facility care practices.

- If you unlock it, re-lock it.
- If you are the last person leaving a given building, you are responsible to check and make sure that all windows and exterior doors are locked.
- Make sure that all lights and electrical appliances are turned off.
- Thermostats shall be set as described on the instructions posted adjacent to the thermostat.
- Sanctuary P.A. system is turned off when not in use.
- All bathroom lights are off when not in use.
- Unplug all electrical appliances used.
- The space used must be left clean and orderly after use. Return any items that were removed or relocated to the original location. Garbage and trash must be bagged and disposed in the dumpster near the entrance to the parking lot.

#### **5. Kitchen Rules**

Unless otherwise authorized by the Council, the kitchen is available only for on-site functions and cannot be used for commercial uses for off-site customers. Kitchens must be left clean and orderly after use.

Non-church groups must provide their own paper products.

Garbage and trash must be bagged and disposed in the dumpster near the entrance to the parking lot. Church supplies and food are not to be used except for church sponsored activities. Users must comply with pertinent Virginia Department of Agriculture Rules and with the OSLC's Kitchen Use and Sanitation Guidelines and other directions as posted in the kitchen.

#### **6. Piano and Organ Use**

Permission to use the piano and organ must be granted by the Minister of Music.

#### **7. Computer, Presentation, and Speaker System in Parish Hall**

Permission to use the computer, presentation, and speaker system in the Parish Hall must be granted by the Office of Pastor and a key obtained to access the equipment cabinets. Members not familiar in the use of the equipment should obtain instruction from staff or a member of the Facilities Team before attempting to use the equipment. If use by a non-member or outside group is requested, a member familiar with the systems use must be present or there will be an hourly fee for someone to be present and operate the system.

#### **8. Smoking**

There is no smoking in the facilities. Smoking is permitted outside in designated areas that have Cigarette Butt Receptacles (e.g., near the handicap ramp of the parish hall).

## **9. Alcohol**

Only OSLC sponsored events may serve wine and/or beer. Other groups, with the approval of the Church Council, may serve wine and/or beer. Open, unsupervised serving of alcohol is prohibited at events where minors are present.

## **10. Games of Chance**

Gambling on church premises is prohibited.

## **11. Supervision of children and youth**

OSLC seeks to provide a safe environment for children and youth. There must be a minimum of two adults (18 years or above). For each additional 10 children, there must be an additional adult. Please check the provisions OSLC's current Child Safety Policies and Procedures that must be adhered to when children and youth are involved. This document is found on OSLC's web site <http://www.oslcnorge.org>.

## **12. Food and Drink**

Food and drink should not be consumed in the Sanctuary. Anyone using the church property is responsible for cleaning up after each use, both inside and outside. If a private catering service is used for the event, the caterer must furnish all equipment (e.g. dishes, silver, table cloths, etc.) and remove it immediately after the event. Storing of catering equipment is not permitted.

## **13. Decorations**

Decorations may be attached to the walls or doors with removable tape that will not permanently damage the surface. All such decorations must be removed immediately and completely following the event. Please consult the Wedding Policies and Procedures for applicable requirements for weddings.

## **14. Emergency Scheduling Conflicts**

OSLC reserves the right to preempt any facility use for its own use in cases of emergencies, such as funerals, or other unavoidable conflicts. Notice will be provided as early as possible.

## **15. Storage**

Storage is limited. Requests for storage will be based on space available. Groups and organizations should be prepared to store its equipment office site.

## **16. Notification of Incidents**

All damages, injuries, and unusual incidents occurring during the use of the OSLC facilities must be reported to the Church Office immediately or if after hours, to the contact person identified on the Property Use Application and Property Use Agreement; and in writing to the church office within 24 hours.

### **17. Damage and Breakage**

All persons and/or groups using OSLC facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage or breakage. The person(s) signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, etc. any part of the building and/or its furnishings and equipment which in the judgment of OSLC has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or group(s) involved. The damage deposit will be forfeited if damages are not repaired to OSLC's reasonable satisfaction (as determined by the Property Committee).

### **18. Security**

OSLC works to maintain a safe and secure environment within the facility, however no systems are foolproof. All users should pay close attention to personal property and valuables, not leaving them unattended. OSLC is not responsible for theft or damage to personal property.

### **19. Compliance with Laws**

All activities conducted on the property of OSLC must be in compliance with all local, State and Federal laws and in keeping with good manners, taste, and high moral standards. Users shall not permit or allow the creation of any nuisance on the property in connection with its use of the property.

### **20. Requests for Exceptions**

Requests for any exceptions to the application of the Use Policy or the Rules and Regulations, Fees, or provisions of the Property Use Agreement must be submitted to the OSLC Council for approval prior to use.

### **21. Final Decisions**

In case of doubt or uncertainty by any individuals or groups about the application or interpretation of these regulations, or in the customary practices not specifically mentioned here, the OSLC's Church Council or its delegated representative shall decide the matter and all individuals and groups shall abide by the OSLC Church Council's directions or forfeit the use of any part of the facility immediately.

## **Property Usage Fees**

Except as set forth below, the following fees will be effective January 1, 2012 and are required for outside groups and organizations using OSLC facilities.

Fees collected shall go to the OSLC Operating Fund.

The usage fees set forth below are not required for non-profit organizations and for OSLC's member's personal non-church related use. However, a usage fee of one-half the amount of the fees below will required for OSLC's member's request for use on behalf of outside organizations (except non-profit organizations) of which they are an active member. A

refundable damage deposit of \$100 is required for all individuals and organizations wishing to use OSLC facilities.

A \$50 per key deposit (non-members) will be required for all uses as designated on the completed Property Use Application. Fees for weddings of members and their family and for weddings of non-members are as indicated below and as provided by the OSLC Wedding Policies and Procedures.

The Church Council reserves the right to waive any use fees.

## Weddings

### Non-member

- Non-Member Wedding \$300.00
- Non-Member Parish Hall \$300.00
- Non-Member Use of Kitchen \$200.00
- Cleaning Fee \$ 75.00
- Pastor - Wedding \$250.00
- Pre-Marital Counseling \$ 75.00 per session
- Organist - Wedding and Consultation \$200.00
- Organist - Wedding Rehearsal \$ 75.00
- Organist- Rehearsal with another musician \$ 75.00

### Members

- Church - no fee
- Parish Hall -no fee
- Kitchen - no fee
- Cleaning – no fee
- Pastor - no fee
- Pre-marital counseling - no fee
- Organist - Wedding and Consultation
- Organist - Wedding Rehearsal
- Organist - Rehearsal with another Musician

## Funerals

### Non-Members

- Church \$300.00
- Pastor \$200.00
- Organist \$150.00
- Cleaning Fee \$ 75.00

### Members

- Church No Fee

- |            |        |
|------------|--------|
| ○ Pastor   | No Fee |
| ○ Organist | No Fee |
| ○ Cleaning | No Fee |

**Facilities**

**Non-Sponsored Organizations, Groups, Individuals**

**Church (Nave) - Capacity 125**

- |            |          |
|------------|----------|
| ○ Half Day | \$175.00 |
| ○ Full Day | \$250.00 |

**Parish Hall - Capacity**

- |            |            |
|------------|------------|
| ○ Half Day | \$150.00   |
| ○ Full Day | \$300.00   |
| ○ Weekly   | Negotiable |

**Kitchen**

- |            |          |
|------------|----------|
| ○ Half Day | \$100.00 |
| ○ Full Day | \$200.00 |

**Classrooms - Capacity**

- |            |          |
|------------|----------|
| ○ Half Day | \$ 40.00 |
| ○ Full Day | \$ 80.00 |

Cleaning Fee \$ 75.00

**OLSC Sponsored Organizations, Groups, Individuals**

**Church (Nave) - Capacity**

- |            |          |
|------------|----------|
| ○ Half Day | \$ 87.50 |
| ○ Full Day | \$125.00 |

**Parish Hall - Capacity**

- |            |            |
|------------|------------|
| ○ Half Day | \$ 75.00   |
| ○ Full Day | \$150.00   |
| ○ Weekly   | Negotiable |

**Kitchen**

- |            |          |
|------------|----------|
| ○ Half Day | \$ 50.00 |
| ○ Full Day | \$100.00 |

### **Classrooms - Capacity**

- Half Day \$ 20.00
- Full Day \$ 40.00

Cleaning No Fee

### **Note 1**

Please consult the Wedding Policies and Procedures of the Our Saviour's Lutheran Church for more information on using our facilities for weddings and receptions. A copy can be obtained at the church office or at our website [www.oslcnorge.org](http://www.oslcnorge.org).

### **Note 2**

Per OSLC's covenant/contract with the Minister of Music, OSLC's Minister of Music has first rights of refusal for weddings and funerals at held at OSLC. Fees for music at a wedding or funeral should be in line with accepted guidelines as posted at the American Guild of Organists website <http://www.agohq.org/profession/indexsalary.html>. Fees are payable to the Minister of Music.

## **Kitchen Use and Sanitation Guidelines Based on the Virginia Department of Health Guidelines (Chapter 421 Food Regulations, 1/1/2010)**

### **1. Washing hands**

Keep hands and exposed portions of arms clean while engaged in food preparation. Clean hands and exposed portions of arms with a cleaning compound in the washing sink by vigorously rubbing together the surfaces of lathered hands for at least 20 seconds and thoroughly rinsing with clean water. Pay particular attention to the areas underneath fingernails and between fingers. **It is important to wash hands at the following times:**

- After touching bare human body parts other than clean hands and cleaned exposed portions of arms
- Before the start of food preparation
- Between handling different food items, such as raw meat, poultry, fish, vegetables and ready to eat foods. (Don't forget to wipe off the faucet!)
- After using the bathroom or changing a diaper.
- After touching a pet or animal.
- After tending to a sick person, blowing your nose, sneezing, or coughing.
- After handling garbage or soiled equipment or utensils.
- During food preparation, as often as necessary to remove soil and contamination and to prevent cross contamination when changing tasks.
- After touching your face or hair or after other activities that contaminate the hands.

## 2. Use of gloves

A. If used, single-use gloves shall be used for only one task such as working with ready-to-eat food or with raw animal food, used for no other purpose, and discarded when damaged or soiled, or when interruptions occur in the operation.

B. Slash-resistant gloves may be used with ready-to-eat food that will not be subsequently cooked if the slash-resistant gloves have a smooth, durable, and nonabsorbent outer surface; or if the slash-resistant gloves are covered with a smooth, durable, nonabsorbent glove, or a single-use glove.

C. Cloth gloves shall not be used in direct contact with food unless the food is subsequently cooked (as required under Virginia Department of Health's Food Regulations Chapter 421 12 VAC 5-421-700 through 12 VAC 5-421-760) such as frozen food or a primal cut of meat.

## 2. Preventing cross-contamination

Bacteria from raw meats that are spread to other foods, utensils, or surfaces is called "cross-contamination". Mixing raw meats with ready to eat foods is the primary source of cross-contamination. This important and multi-faceted category includes the following components:

### *Raw meats, poultry, and fish*

- Always separate raw meats away from produce and ready to eat foods.
- At the store, have the cashier bag raw meats separately.
- Always store raw meats on the bottom shelf of the refrigerator, so meat juices won't drip on other foods.

### *Kitchen counters*

- Wash well with hot soapy water and then use a sanitizing solution (mix 1/2 tablespoon of standard strength non-scented bleach for every gallon of water).
- Do not let pets walk on work surfaces and don't sit on work surfaces.
- Whenever you have finished working with one food, clean the counters well before introducing a new food.

### *Cutting boards*

- It is a good idea to have separate cutting boards, one for meat, fish, poultry, and one for foods that will be served raw.
- Plastic and wood cutting boards should be washed with soapy water, rinsed and then sanitized with a bleach solution or by washing in the dishwasher. To make a bleach solution, mix 1/2 tablespoon of bleach with one gallon of cool water. Make solution as needed.
- Cutting boards, especially wooden ones, should be regularly inspected to ensure that food is not getting imbedded in cracks or crevices. Once cracked or badly scored, cutting boards should be replaced.



- Throw out cutting boards when they get excessively worn or hard-to-clean cracks appear.

#### *Kitchen dishcloths, sponges and aprons*

- Repeatedly using the same cloth to wipe counters spreads germs. Remember to wash towels in the washing machine daily and put sponges in the dishwasher.
- Avoid wiping your hands on your apron, as you will pick up bacteria from the last time you wiped your hands.
- When hand washing dishes, allow them to air-dry. Don't use towels to dry them, as this will spread germs.

#### *Utensils and serving pieces for cooked and raw food*

- If you take raw meat, poultry, or fish to the outdoor grill, also bring a new container to put food in after it is cooked.
- Wash or replace cutlery and utensils that were used while product was raw.
- If your meat, poultry or seafood was in a marinade, bring marinade to a boil for at least 3 minutes before using as a sauce. However, it's usually better to discard marinade altogether.

#### *Uncooked foods*

- Wash lettuce well, even pre-washed produce, by soaking in a bowl of cool, fresh, drinkable water.
- Clean berries and other fruits with running water; the friction of the water will brush off bacteria.
- Wash melons and other large fruits and vegetables that are not going to be cooked. Remember they came from a farm, grew in soil, and have been handled by numerous people. If you cut an unwashed melon, bacteria from the surface will be pushed inside by the knife.
- To prevent cross-contamination, always wash foods in a bowl, not in a water-filled sink.
- If you wash raw chicken, meat, or fish, be sure to wash out the sink well to prevent cross-contamination.
- When using a food thermometer, always wash it between probes.
- Frequent hand washing is crucial in preventing cross contamination

### **5. Temperature**

Bacteria grow rapidly between the temperatures of 40 and 140 degrees Fahrenheit. This temperature range is known as the "Danger Zone". To properly store, hold, and cook foods, it is imperative to minimize the amount of time foods are at these temperatures. Pathogenic bacteria thrive in the Danger Zone; certain strains can double in number every 20 minutes. These are the bacteria that cause food borne illnesses, but do not affect taste, smell, or appearance of the food.

- Any foods that have been in this temperature range for two hours or more should be discarded; they might taste all right, but can make you very sick.

- Don't marinate food at room temperature for longer than 1 hour.

## **6. Refrigeration**

- The refrigerator is one of the most important items for keeping foods safe. Always refrigerate perishable items immediately to minimize reproduction of pathogenic bacteria. Refrigeration will not, however, completely protect foods from spoilage bacteria. This family of bacteria can multiply at low temperatures, and diminish the quality of foods, contributing to off-flavors and aromas.
- It is important to maintain the temperature of the food in your refrigerator below 40 degrees F. Ideal refrigerator temperature is between 36 and 38 degrees F.
- Frequently check the temperature with an appliance thermometer. If your refrigerator exceeds 40 degrees F for over two hours, dispose of all perishable foods.
- When refrigerating cooked foods, divide food into smaller portions so they will chill faster.
- It is also important not to overfill your refrigerator, as cold air circulation is necessary to keep foods chilled.
- The door areas of the refrigerator have frequent temperature fluctuations from opening and closing, so don't store perishable foods on the door. Keep eggs in the carton inside the refrigerator instead of the egg rack, and don't store milk in the door racks. If food spills in your refrigerator, wipe up the spill immediately and sanitize if necessary.
- Do weekly checks to assure that food is not spoiling, and occasionally wash all surfaces with warm, soapy water. To keep odors from forming, leave opened box of baking soda on a shelf and change every few months.

## **7. Thawing frozen foods**

There are three safe ways to thaw frozen food: in the refrigerator, in cold water, and in the microwave. Leaving food on a counter or thawing in hot water will cause food to be in the Danger Zone.

- Refrigerator thawing can take a long time, but it is the safest method. Plan ahead, as large food items, such as a turkey, may take 24 hours for every 5 pounds. For smaller items, such as chicken breasts, put in the refrigerator in the morning for dinner that evening. Foods that are thawed in the refrigerator can be refrozen safely, with some loss in aesthetic quality.
- Cold-water thawing is faster, but can be more complicated. Meat should be wrapped in a leak-proof bag or else it will absorb the water. Keep water cold by changing it every 30 minutes. A bag of chicken breasts that weighs under a pound will defrost in less than an hour, and a large turkey takes 2 to 3 hours for every 5 pounds. Foods thawed in cold water must be cooked before refreezing.
- If food is thawed with a microwave, it must be cooked immediately following the thawing. During this process, some of the surface areas might start cooking and are in the danger zone. For this reason, we don't recommend microwave defrosting. Foods thawed in the microwave must be cooked before refreezing.

## **8. Dish Washing Procedures**

When hand washing dishes always use the hottest water that you can comfortably work in without scalding yourself and use an appropriate amount of antibacterial dish soap. Rinse with hot water and air dry (DO NOT TOWEL DRY) this can spread germs. Always use clean sponges or dishcloths and rinse and sanitize them often. When using a mechanical dishwasher the wash water should be a minimum of 160 degrees combined with an appropriate detergent and rinse with water that is a minimum of 180 degrees combined with an appropriate rinsing agent. Do not use the dish washing and food preparation sinks for any other use, such as washing mops, rags, paint brushes, or other non kitchen use.

Food Safety Temperatures

### **DESCRIPTION DEGREES FAHRENHEIT**

#### **Ground Meat & Meat Mixtures**

Turkey, chicken 170° F

Veal, beef, lamb, pork 160° F (**Note:** 150° F is good for whole cuts)

#### **Fresh Beef**

Medium Rare 145° F

Medium 160° F

Well Done 170° F

#### **Fresh Pork**

Well Done 170° F

#### **Poultry**

Chicken, Whole 180° F

Turkey, Whole 180° F

Poultry Breasts, Roasted 170° F

Poultry Thighs, Wings 180° F

#### **Seafood**

Fin fish Cook until opaque and flakes easily with a fork

Shrimp, lobster, crab Shell should turn red and flesh should become pearly opaque

Scallops Flesh should turn milky white or opaque and be firm to touch

Clams, mussels, oysters Cook until shells open; discard any unopened

**10. Ice Machine.** Clean and use the scoops provided when getting ice from the ice machine. Do not use hands, pitchers, cups, or glasses being filled. Clean the ice machine periodically.