

Use of Facility for Food Service and Preparation

**Union Lutheran Church
5500 Route 873
Schnecksville, PA 18078**

- 1) Any Caterer or persons (hereafter referred to as “the Caterer”) providing food service and/or food preparation on the property of Union Lutheran Church and who is not affiliated with the congregation or congregation sponsored event shall be covered by liability insurance and file a **Certificate of Insurance**, which is fully acceptable to Union Lutheran Church, with the Church Office at least two (2) business days prior to the scheduled event.
- 2) The Caterer shall report to the Church Office whether food will be prepared on site or prepared off-site and brought to the Kitchen for serving. **No equipment in the Kitchen shall be used without prior written consent of Union Lutheran Church.** Equipment that is damaged or which fails to function properly shall be reported by the Caterer to the Church Office. **The Caterer is responsible for any damage caused to church equipment used for preparation and/or service of food which occurs while the Caterer is on the premises, whether or not actually caused by the Caterer.**
- 3) It is the responsibility of the Caterer to immediately clean up any spills on the floor of the Kitchen or Family Life Center and to otherwise maintain and present the premises in a safe manner so as to not create a hazard. Should spills occur, these spills are to be cleaned with cleanser and water or in whatever manner is necessary for properly attending to the situation. The affected area shall also be dried in order to further reduce the possibility of someone falling.
- 4) Paper products (such as cups, napkins, plates, bowls, etc.) **and other Kitchen supplies which are the property of Union Lutheran Church shall not be used without prior written consent** from Union Lutheran Church. And, any such supplies that are used shall be replaced within three (3) business days of use by the Caterer at his/her expense and shall be the same or better quality as those used. Supplies used by a Caterer shall be reported to the Church Office with the quantity of the supplies noted as well.
- 5) The Family Life Center, Kitchen, and any other area used by the Caterer shall be returned to the condition in which they were found. Failure to do

so will result in minimum cleaning charges of \$150.00 which will be deducted from the Security Deposit of the Caterer and may also result in the loss of future opportunities to perform any service in Union Lutheran Church. All doors shall be locked and lights turned out prior to leaving the campus.

- 6) The Caterer will report to the Church Office any accidents that occur during the preparation and service of food in the building. Names, addresses, and phone numbers of anyone involved will be included. Also, a summary of what happened shall also be submitted. **This shall be done within 48 hours of the incident.**

I acknowledge having read the above stipulations and agree to perform my service in accordance with them.

_____ (signature) _____ (title) _____ (date)

A security deposit \$200.00 is required with the submittal of this form. This deposit will be returned upon inspection of the facility following the event and any charges for failure to clean up will be subtracted as will the cost to restock supplies of Union Lutheran Church used at replacement cost of said supplies plus a 25% restocking charge if purchased by Union Lutheran Church.

For Office use only: Amount received: _____ Date: _____ Received by: _____
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Name of Business: _____

Address: _____

Telephone Number: _____

Contact Person: _____

Date of Event: _____

Time of Event: _____

Type of Event: _____

Number of Persons: _____

Access to the Church premises requested from _____ to _____

Describe what will be done:

ORIGINAL filed in Church Office—COPY given to Caterer