

**SHARON COMMUNITY CENTER
219 MASSAPOAG AVENUE, SHARON, MA 02067**

Recreation Department ~ 781.784.1530 Adult Center ~ 781.784.8000

RULES FOR USE OF COMMUNITY CENTER KITCHENS

All persons who desire to use the kitchen facilities must complete this form and return it to the department checked above. Only licensed caterers may use the stove, dishwasher, and food warmer. Please read and abide by all the Rules for Use of Community Center Kitchens as follows:

- All food items placed in refrigerators and/or freezers must be labeled for use by a given date.
- All spills inside refrigerators and/or freezers must be properly cleaned.
- All leftovers should be discarded or removed at close of function.
- Kitchen supplies can only be used with prior permission. At close of function, supplies must be returned to their proper places.
- Coffee urns/tea pots must be cleaned thoroughly, dried, and put away. Use **HOT WATER ONLY** (no soap) in coffee urns. All parts must be stored inside urns for future use.
- All appliances used must be wiped down, both inside and out.
- **Exhaust fan and all knobs and switches must be properly turned off.**
- Prep tables and countertops must be washed and dried using disinfectant cleaner. Appropriate cleaner is marked and on shelf above sink. Use paper towels for cleaning and return all cleaning supplies to shelf above sink.
- All sinks must be cleaned, including food traps. No food or debris should be washed down the drain nor left in the sinks or food traps.
- Garbage cans will be emptied by building maintenance staff. Please notify staff if trash needs to be emptied or if additional garbage cans are needed.
- All recyclables should be put in appropriate recycling container. Jars and cans should be rinsed out; cartons should be broken down as much as possible.
- Kitchen floor has been broom swept and mopped. All spills must be cleaned and reported to building maintenance staff immediately.
- At the close of the event, the kitchen must be put back into its original condition and approved by building maintenance staff prior to departure.

I, _____, on this date, _____, have read and fully understand the above stated policies, rules, procedures, and regulations set forth by the Town of Sharon and agree to adhere to these policies under any and all circumstances. **Rates and policies are subject to change.**

OFFICE USE ONLY:

Date Received: _____

Received by: _____