

St. Paul's Episcopal Church Food Service Guidelines

To insure clear commitments and communications, all outside groups, church members, and church personnel are advised to propose any church Food Service event to the **schedule coordinator** before any arrangements or promotions of events occur. On occasion, other commitments or scheduling conflicts might prevent the church kitchen and maintenance staff from accommodating an event.

Contact Numbers:

Schedule Coordinator: Deb Howard – 336-723-4391 ext. 225

Email: calendar@stpauls-ws.org

Parish Administrator: John Markle – 336-723-4391

Email: jmarkle@stpauls-ws.org

- A **single representative** should be selected to represent each group and all negotiations will be communicated through this one person.
- The schedule coordinator will direct all room set-ups, table decorations and requests for presentation materials (if required) to the Buildings and Grounds Supervisor 1-2 weeks in advance.
- All menus and service details will be negotiated with the Food and Dining Coordinator when; all details have been cleared by the Schedule Coordinator or the Parish Administrator.
- All kitchen equipment needs should will be directed to the Food and Dining Coordinator when, everything has been cleared, by the Schedule Coordinator.
- Reservations (including number of people expected) should be made **at least 48 hours in advance of the event**. Fees for “no shows” will be billed to the commissions and/or organization; therefore, it is important to submit an accurate count to the schedule coordinator.
- To **cancel** an event, please inform the schedule coordinator **at least 48 hours prior to the event**. Groups are responsible for costs if an event is not cancelled.
- When attending a food event (meal) at the church, all groups will be asked to complete a “Sign In Sheet” at each meal. Payment will be required at each meal and advanced payment will no longer be accepted. One commission member (or representative from each group) will be responsible for returning the Sign In Sheet and the money to the church safe after each meal. (Note: Please be prepared to make payment in cash or check. No IOUs will be accepted.)

- A group of 10 people or fewer will need to provide their own meal, or, eat with another group that is having a meal at the same time; as long as they go through the same procedure to schedule a meal.
- Groups are allowed to furnish their own food service for any event. However, due to safety and insurance regulations, outside groups will be charged a security deposit of \$250.00 for use of the church kitchen. In addition, an outside caterer who desires to use the churches' kitchen and/or equipment must present proof of liability insurance to the schedule coordinator within 48 hours of the event. This documentation must include an insurance agent's name, company name, policy number, and contact telephone number. All or part of the security deposit will be refunded if all items are left intact following the event and the kitchen and all equipment are left clean and in the condition in which they were found.
- In addition to the security deposit of \$250.00, outside caterers who work for a profit will be charged a non-refundable fee of \$100.00 for every 100 people they serve for the use of our space, equipment and utilities.
- Whenever staff members are needed, whether it's kitchen staff or security personnel, the cost of their time will be added to all the costs in this guideline.

Kitchen hours of operation: The kitchen will be open to prepare and serve meals on the following days and times.

Monday: No meals will be served on Monday's except ECW lunch, which meets once a month.

Tuesday: Lunches only.

Wednesday: Lunches are available and dinner is also available.

Thursday: Lunches are available every Thursday and dinner is available the first Thursday of each month.

Friday: Men's Prayer Breakfast is the only meal served

The kitchen will be closed on Saturday's and Sunday's.

The off times of the kitchen will allow for cleaning, food planning and restocking of food and supplies.

Alcoholic Beverages: The Episcopal Church has never endorsed the prohibition of using beverages containing alcohol among adult members. If an adult member elects to use alcohol, however, moderate usage is expected. All applicable federal, state and local laws should be obeyed, including those governing the serving of alcoholic beverages to minors.

- Alcoholic beverages and food containing alcohol must be clearly labeled as such.
- Wine, champagne and beer are the only alcoholic beverages that may be served on church premises.
- Whenever alcohol is served, non-alcoholic alternatives and food must always be offered with equal attractiveness and accessibility.
- The service of alcoholic beverages at church events should not be publicized as an attraction of the event.
- The group or organization sponsoring the activity or event at which alcoholic beverages are served must have permission before hand. Groups must also assume responsibility for those persons who might become intoxicated and must provide alternative transportation for anyone whose ability to drive may be impaired.