



EVENT CHECKLIST

KITCHEN

Since every room on the FCC campus is multi-use space, we have set up basic usage guidelines for the benefit of all who use them.

KITCHEN USE

A Planning Center request must be filled out and approved by FCC Napa staff prior to use.

GENERAL GUIDELINES

Once you have approval for room usage, you are **required** to have a “person in charge” (PIC) from your group to come to the room in advance and see the setup (so you will know where to return items) and know what is available already in the room. This will be the person responsible for leading set up, clean up, and ensuring that the end of event checklist has been completed. Please follow the golden rule of shared space – leave everything better than you found it.

KITCHEN REGULATIONS

The following regulations are required for all employees, volunteers, and guests who use the FCC Napa kitchen. The information provided here is to be used as a “guideline” based on what has been conveyed to FCC as best practices for use. The best policy regarding using the kitchen is to ask if you are not certain of the regulation or stipulations provided below. Pastor Allen Gallaway allen@fccnapa.org (or designee) can be available to answer your questions.

FOOD TRUCKS/CATERERS ON THE FCC CAMPUS

1. All food trucks/caterers must have a current Napa County mobile permit (posted on truck) along with a copy listing FCC/VCA as “additional insured.”
2. When booking a food truck, obtain the mobile permit number, so you can verify its authenticity is up to date with the city/county. Once you have verified the food vendor is up to date with permits/insurance, you will then give that information to Pastor Allen Gallaway allen@fccnapa.org (or designee).

COMMISSARY

FCC Napa is **not** a commissary (permitted food facility) for any food truck, caterer, or any other business.

AUTHORIZED PEOPLE FOR KITCHEN USE

1. To use the kitchen, you must select a person in charge (PIC) and notify Pastor Allen Gallaway allen@fccnapa.org (or designee), who this person is at least two weeks prior to your event.
2. The person assigned as the event person in charge (PIC) must be approved by Pastor Allen Gallaway allen@fccnapa.org (or designee) before your event takes place. **No exceptions.**
3. A Person in Charge (PIC) is designated as a person that will be responsible for the leadership provided in the kitchen during a single use event. Even if an event has a person (such as a caterer/ chef) from another establishment, they are to fall under the oversight of an authorized FCC Napa PIC while in the kitchen. **No exceptions in this protocol.**
4. Children are not allowed in the kitchen at any time, without the agreed contest and safety instructions. When an exception is granted, students must stay behind the workstation (stainless steel table) separating them from the cook top/oven, etc. for safety, at all times.

GUIDELINES FOR PERSON IN CHARGE (PIC) OF KITCHEN

1. **Time:** Research should be done to determine how long food is considered safe before being thrown away. (Follow Napa County health guidelines)

2. **Temperature control:** It is important that all food, both in the refrigerator and on the counter, must be kept at the proper temperature to ensure food safety. (Follow Napa County health guidelines)
3. **Traceable:** Any food brought into the kitchen must be traceable (approved food source); meaning, if there is a problem with the food, there must be store receipts showing where and when it was purchased. Avoid food brought from home gardens/pantries. (Follow Napa County health guidelines)
4. **Food Safety:** Follow all Napa County food safety protocols and guidelines for preparing, serving, and handling of food, for maximum safety for all guests. Visit: www.cityofnapa.org (retail food program) for more information.

ADDITIONAL INFORMATION

Personal Use:

- No personal food items can be left in the refrigerator. Please take everything with you. If any personal food items are found in the refrigerator after your event, they will be disposed of immediately - without notice or warning.

Kitchen Use:

- **Note:** as of July 2020, the kitchen has been “decommissioned” for cooking. With prepared food that is brought in, please keep in mind that all food must be traceable (from an approved food source). Therefore, receipts must be kept for all food purchased for a minimum of 90 days, but preferably longer.

PANTRY

In the kitchen area is a pantry closet. The items in the pantry belong to several different groups. Please ask/request for use of items prior to your event and make sure you only use items from your approved area.

TRASH

Immediately after your event empty any trash from cans in the room into the dumpsters in the West parking lot.

FLOORS

If you serve food, sweep, and mop the floor after your event. Please ask in advance where to find dustmops and wet mop supplies.

SUPPLIES IN THE ROOMS

You may find supplies in the room that are part of the ministry who most occupies it. Please do not use or remove those supplies. If you are unclear, please ask an FCC staff member in advance.

DOORS/GATES

Before your event starts, you may need to open doors and/or gates to allow people access to the room where you're holding the event. We ask that you close and lock all doors/gates once your meeting/event starts, to protect those attending and our facility. **Please do not leave any door or gate open during your event.**

EMERGENCY SITUATIONS

Please report emergency items to one of the staff immediately (i.e. – broken water pipe/water flowing into a building/room, broken window, door won't lock/latch, gate won't lock, etc.)

SAFETY/SECURITY ON CAMPUS

FCC does not provide security for events. Please report any suspicious people/behavior to FCC staff. Call 911 if there is an immediate threat or potential danger.

END OF EVENT CHECKLIST:

Not all items will be applicable for your particular room

- _____ Empty trash cans/replace with new trash bags

- _____ Sweep/mop/wipe down and clean counters/sinks

- _____ Take home and launder any dish towels that were used for your event. Please return towels to kitchen within 3 days after your event.

- _____ Set the kitchen back as you found it

- _____ Please make sure all appliances are off. (Please leave the refrigerator and freezer plugged in and on.)

- _____ Wash/dry/clean/put away all FCC dishes/pots/pans/utensils, etc. that were used

- _____ Take home any personal dishes/pots/pans/utensils, etc.

- _____ Take all food home. Do not leave in FCC fridge or freezer.

- _____ Turn off all lights

- _____ Lock and close all doors/gates (double check when you get outside that doors are latched)

- _____ Please report any non-emergency items the following day to FCC Church office: (i.e. broken appliances, light bulbs out, AC or heat not working properly, issues with refrigerator or freezer, etc.)