

ICCM Kitchen Use Form

Information

Name (First, Last): _____ Phone Number: _____

Email address: _____

Organization (If applicable): _____

Potential appliance use (oven, range, etc.): _____

Date of use (MM/DD/YY): _____ Time of use: From _____ to _____

Deposit

A \$100 cash deposit is required before access to the kitchen can be given. The deposit will be refunded to the individual named above if the kitchen is left in a clean state. If further cleaning is required, a portion or all of the deposit will be utilized to clean the kitchen facility.

Agreement

The individual named above is directly responsible for the state of the kitchen.

All surfaces, including floors, counter tops, range, oven, etc. must be free of food, stickiness, discoloration, odor, etc.

Any dishes or utensils used must be properly washed and returned to where they were retrieved from. Nothing shall be left in the sink. All rags and towels used must be cleaned and hung to dry.

Any trash generated must be taken out. Leave it by the gate.

No food shall be left behind in the kitchen, including the fridge and freezers.

Any damage found or inflicted on appliances or fixtures should be reported to the property manager or other OC member at the time of inspection.

The individual named above is financially responsible for replacing any appliances or fixtures damaged as a result of misuse.

By signing this contract, you agree to the terms listed above: _____

Policy/Procedure: ICCM Kitchen Use

Overview:

The Islamic Center of Central Missouri kitchen facility is available for use to all ICCM Community Members. To ensure the facility is efficiently used, well maintained and available for use, persons or groups who would like to use the facility for an event or program need to follow the below procedure.

Procedure:

1. **Contact:** Please contact the ICCM Property Manager (PM) or any other ICCM Operating Council Board Member (OC Member) to use the Kitchen facility at least one week before the event to avoid conflict with other events. This is required to ensure that no other group or individual is using the Kitchen at the time slot requested. At minimum, the ICCM PM or OC Member must be informed 2-days prior to the event.
2. **Clean Up:** Those in charge of the event are responsible for maintaining the kitchen, including cleaning the stoves, dishes used, countertops and floors, removal of trash, removal of any extra/remaining food. The kitchen must be left clean after use of the facility.
3. **Deposit:** A refundable cleaning deposit of \$100 is required for any group or individual who would like to use the ICCM Kitchen for a program or event. The ICCM Property Manager or other Board Members will check the kitchen for cleanliness after its use. If further cleaning is required, a portion or all of the deposit will be utilized to clean the kitchen facility.

Contact Information

Email: property@theiccm.org

Phone: 573-875-4633

Date Documented: April 12, 2016

Latest Revision Date: May 19, 2016

Community Dinners (Sat./Sun.)

Tables and chairs are available for rent (\$250) – Equipment contract to be completed

\$100 deposit is required for use of ICCM Kitchen. Deposit will be returned in full after kitchen has been properly cleaned. (see # below)

Set up can begin after Asr prayer. Please let ICCM administration know if assistance is needed in setup for dinner.

Each community should have a person in charge for women and men side (effective communication)

Communicate to ensure that each side has enough food and let each other know if more food is needed on one side or another

Plates, cutlery, cups, dates and milk will be provided by the ICCM

Please refrain from bringing soda for dinners

Please do not pour any oil, stew excess from cooking meat into the kitchen sink (Pouring it will cause the pipes to clog).

Food that is left over from the community dinners should not be left at the ICCM. A representative from the group sponsoring the dinner must notify the ICCM Administration prior to the dinner to organize a plan of action if leftover food remains. Please encourage people to take leftover plates home. There is a possibility food may be needed for Monday (Sunday dinner only)

May need to bring serving utensils to ensure that enough utensils are available

Required Cleaning after Dinner (please leave the kitchen as you found it or even better):

- Place all trash in trash bins and take trash to dumpster (both outside and inside of ICCM)
- Place all plastic items in the recycle bins/receptacles
- Clean all dishes, sinks, counter tops. Wipe down counter tops as well.
- Vacuum activity room
- Make sure all chairs and tables use outside are cleaned and returned to storage area.