

Facilities Use Policy



Serving Food at Central

If planning to serve food at Central using the Kitchen, Kitchenette, or outside grills a room request must be submitted to the Church Office 3 weeks or more prior to event. Requests may be denied due to conflicts in scheduling. Rental fees may be associated with the use of the Kitchen. Please contact the Church Office for this information.

For any public events, i.e. weddings, funerals, conferences, or other ministry outreach that is advertised, the only food that will be allowed to be brought in 'from home' are baked goods, i.e. cookies, brownies, breads and uncut fruit with thick skins, i.e. oranges, bananas – foods that can be left at room temperature for an extended period of time.

The Kitchenette may be used as a "Staging Area". It may be used if deli sandwiches or salads (non-mayonnaise and non-dairy-based; i.e. green salads, fruit salads) are prepared onsite and then served soon after, catered or not.

The [commercial] Kitchen must be used if food is prepared on site, catered or not, and for all public events. A Certified Food Service Manager (CFSM) is required to supervise the storage, preparation and serving of food and usage of equipment any time the Kitchen is used. We must be in compliance with regulations mandated by the Baltimore County Department of Environmental Protection and Resource Management. The CFSM will follow these mandates, train those volunteering to also comply and be required to record food temperatures at all stages of the preparation. If you or your group is in need of a CFSM, please contact the Church Office to make arrangements with those who are certified.

Any events using the Pavilion and/or grills also are subject to comply with the guidelines above. Public events are restricted to baked goods and catering unless a CFSM coordinates the event.

A CFSM is only required at the beginning and end of an event that is catered by a licensed caterer to check the caterer in and to check them out. If a group is having their event catered, the caterer must provide a copy of their "Certificate of Insurance" to the Church Office four (4) weeks prior to the event.

Kitchen Policies and Procedures

Anyone using the Kitchen or Kitchenette is expected to use the equipment and supplies properly and respectfully.

- Closed-toe shoes must be worn at all times when in the Kitchen.
- Hands must be washed prior to handling any food, and after handling potentially hazardous foods to prevent cross contamination. Hands must also be washed after sneezing or coughing to prevent spreading germs.
- Anyone suffering from the flu, diarrhea, or other contagious disease is not allowed to handle any food, food prep or serving surface and should not be in the Kitchen or Kitchenette.
- Any leftover food from the event must be properly disposed of or taken home; NOT left in the Kitchen or Kitchenette.
- Any dishes, glassware, flatware, serving ware and equipment used must be washed, sanitized, air-dried and put away in their proper place.
- Caterers should remove all of their own property (i.e. dishes, serving ware, equipment) and food before they leave.
- All carts and countertops must be wiped down and sanitized after each use.
- Floors must be swept and mopped after each use. Supplies to perform these tasks are available in the adjacent closets.
- Garbage must be taken out to the dumpster. After an evening event, the garbage bag should be taken out of the garbage can (if ½ full or more, or if there is discarded food in it), tied, and set beside the garbage can with a new bag put in.

The rules concerning the Kitchen and Kitchenette are non-negotiable, regardless of where the food is served.

If there are any questions about using the Kitchen, Kitchenette, or preparing food for events, please contact the Church Office.

KITCHEN FAQ's

So what kind of food is allowed?

Q1: Can food bought from a store or restaurant be brought in?

A1: Food, i.e. non-mayonnaise-based sandwiches, deli trays, fruit trays, or other “catered-type” of foods, that is brought directly from the grocery store or restaurant is perfectly fine to serve at your event as long as it is kept hot or cold - if it needs to be - until it is served, and is served soon after it arrives (within 3 hours of purchasing/picking up).

Q2: Can food be brought in from home?

A2: Only baked goods, i.e. cookies, brownies, breads, etc., and uncut fruit and other foods/snacks that can be left at room temperature can be brought in from home. (Cheesecake and other cheese or cream filled foods are not allowed.)

Q3: What about frozen foods?

A3: Store bought frozen foods may be brought in and “reheated” to the appropriate internal temperature (please see the posted Food Temperature Chart for this information). Thermometers are available to check the temperature of the food. Home prepared frozen items may not be brought in and served.

Q4: Can cold (not frozen) foods be brought in from home?

A4: Cold foods, such as undressed green salads and fruits that will be cut here. No dressed salads; i.e. pasta or potatoes salads may be prepared at home and brought here. It is highly recommended that these foods be transported in a clean & sanitized cooler to maintain the temperature.

Q5: Can warm foods be brought in from home?

A5: NO! Warm foods (anything ranging in temperature from 41° - 125°) are in a temperature “Danger Zone” which can lead to food poisoning. Since the time and the temperature are difficult to regulate, especially while in transit, CPC is not allowing any warm foods to be brought in. Period.

Q6: Can hot foods be brought in from home?

A6: NO! Hot foods can quickly cool and enter the temperature “Danger Zone”, and since the time and the temperature are difficult to regulate, especially while in transit, CPC is not allowing any hot foods to be brought in. Unless you are a caterer and have ‘hot storage chambers’ to keep the food hot in, please do not bring hot foods in from home.

Q7: Does this limit the foods that I can have catered?

A7: No. Caterers are certified and know and understand the rules and regulations that apply to storing, preparing and serving food. They should carry [a copy of] their current certification and be able to present it to you or the Church if asked. (They will also need to submit a copy of their insurance to the Church prior to your event.)

Do I have to clean up?

Q8: Can I leave the leftovers for someone / for the Church?

A8: NO! Unless you've made prior and recent arrangements with someone to pick up the leftovers that day or the next, and you have stored the food in an airtight container that is clearly labeled with [today's] date, please dispose of the food or take it home.

Q9: Do I have to wipe and sanitize the carts and countertops?

A9: YES! This prevents microorganisms from growing and multiplying on the surfaces. It is also highly recommended that all the surfaces be sanitized prior to preparing or handling any foods to prevent outbreaks of food-borne illnesses by keeping all surfaces that the food [may] come in contact with clean.

Q10: Do I have to sweep and mop the floors each time? Even if it "looks" clean?

A10: YES! Crumbs and splatters that are not cared for is where mold and bacteria like to grow from. And it attracts pests like ants and rodents. What you may not see, others may see