

Camp Florida Kitchen Use Agreement

(Must be Reviewed and Signed prior to use of the Kitchen)

- The Great Room kitchen is available for use by Camp Florida Property owners for park events.
- Users must check availability on the online calendar (campflapoa.org), or the calendar posted outside of the POA office.
- If available, you must complete an Activity Request form which is located outside of the POA office on the bulletin board to the left of the door. Once your request has been completed, please give it to either Bonnie Poeschel, Chair at L-1 or Joan Kolk, Co-Chair at B-2 who will review and approve the event. Once approved it will be added to the online Activities calendar.
- Please contact Bonnie Poeschel @ 262-206-3340 or Joan Kolk @ 231-794-0144 if you have any questions.
- The Kitchen Agreement document must be reviewed and signed prior to use.
- A 4-digit entry code will be assigned for entry into the kitchen by the kitchen chair or CF Park Managers. The code will expire when the one-time event has ended.
- All utensils, dishes, silverware, pots, and pans etc. used in food preparation must be cleaned and placed in the Sterilizer after use.
- All cleaned dishes must be placed in their proper location in the labeled cabinets in the kitchen area or the kitchen racks in the storage area.
- Coffee pots in the Great Room must be plugged into the two designated outlets.
- All surfaces, carts, tables, stoves, microwaves, and sinks must be wiped down prior to leaving the kitchen.
- All trash must be removed from the kitchen area and taken to the Dumpsters for disposal. Clean trash bags are located under the sink on the island.
- Everyone is responsible for their own soiled linens and aprons. All soiled linens/aprons must be laundered using the washer/dryer in the kitchen prep room or taken home and returned to the kitchen. **Dirty laundry must NOT be left in the Washer.** Please do not mix linens with aprons, do not leave washed items in the washer, and do place washed items in the dryer to avoid mildew.
- Kitchen floors must be mopped.
- Return all used clean utensils, pots and pans, crock pots, etc. to the location where you found it.
- The tables in the Great Room must be wiped down, and floors must be swept as needed.
- Turn off all lights, lock all the kitchen doors prior to leaving and return the key to the office.

I have read and agree with the above guidelines, accepting total responsibility for the kitchen during my use.

Printed Name: _____

Signature: _____ Date: _____

Date(s) Kitchen is needed: _____

Time Kitchen is Needed: _____