

# City of Gallatin

## City Hall Dining Room and Kitchen Procedures

### OVERVIEW

As a result of the decision by the City to allow public access to the kitchen for rental opportunities, the City will now allow rental of the Kitchen as well as rental of the Dining Room. The Dining Room can be rented without renting the Kitchen. The City will maintain the Permit from the Health Department. Those that rent the kitchen or their selected caterer will need a liability insurance policy in the amount of \$1,000,000 naming the City of Gallatin as additional insured

The City Hall Kitchen has a full, health department-approved commercial kitchen with refrigerator, freezer, ice machine and adequate space for food preparation. There will be a rental fee to use the kitchen and/or dining room and *a refundable cleaning deposit of \$250 will be required and due on the Friday before the event. The check will not be deposited and be returned the first business day after the event – if facility is properly cleaned.*

### PRIORITY OF USE

All rental priorities are based on a first-come, first-serve basis. In the event of a dispute over priority, the City will resolve the dispute in its discretion. The City reserves the right to cancel a rental/event with or without prior notice, and in no event shall the City be subject to liability as a result of such cancellation. In the event of cancellation, all deposits and fees paid to the City will be returned in full. Please note that all events must end and building vacated no later than 10:30 p.m.

### DINING ROOM AND KITCHEN RENTAL POLICIES AND PROCEDURES

1. No smoking or illegal drugs are allowed in the facility.
2. No fire exit may be blocked by any decoration, table, platform, etc.
3. No alcoholic beverages are allowed in the kitchen or dining hall.
4. Rental of the Dining Room includes use of all items located in the room, round tables, rectangle tables, chairs, and piano. Tablecloths are available to rent. Rental of the Kitchen includes use of kitchen appliances, dishwasher, ice maker, steam tables, sinks, available plates, bowls, dishes, cups, silverware, etc. The user must provide any additional serving utensils, napkins, coffee, filters, condiments, etc.
5. The Dining Room and Kitchen must be left in a clean, sanitary and acceptable condition as determined by the Facilities Maintenance Supervisor. The user is responsible for ensuring that all trash is properly disposed of. If the kitchen is not left in clean, sanitary, and acceptable condition as determined by the Facilities Maintenance Supervisor, the deposit check will not be returned, and a clean-up fee representing actual clean-up costs to the City, but in no event less than \$250 will be charged to the user.
6. User acknowledges that s/he has reviewed these policies and procedures, has reviewed the applicable rules of the Tennessee Department of Health, and is familiar with the operation of all kitchen and dining room equipment. User further acknowledges that user accepts responsibility for failure to follow these policies and procedures.

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User Name (printed)

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User Signature

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Date

## PROCEDURES FOR USE DINING ROOM

### GUIDELINES FOR CLEAN-UP OF DINING ROOM

1. All tables are to be cleared, cleaned and put in same position as when you entered the room
2. NOTHING IS TO BE LEFT TABLES, STAGE, OR FLOORS.
3. Trash is to be collected and sinks, counters, table tops, equipment, etc. must be thoroughly cleaned and sanitized after use. Cleaning instructions are posted for all areas of the kitchen.
4. Floors should be swept clean and spot mopped.
5. All trash must be properly bagged and placed in exterior dumpster (over the wall at the back of the Fire Department).

### DINING ROOM CLEAN-UP PROCEDURES

1. Leftover food, personal, and rental items must be removed immediately following your event. We are not responsible for lost, stolen, or left items.
2. There is to be no food or food residue left on counters, stovetop, oven, sink or floor.
3. Wash all surface counter areas and spray with bleach solution and/or sanitizer solution provided.
4. Spot mop any spills on floor.
5. Make sure the Dining Room is cleaned and left in at least the same condition as it was before using.
6. If items are removed by mistake, return immediately to avoid being charged.

#### **Cleaning Supplies:**

Cleaning supplies are provided and located on the right side shelf in the Pantry. Garbage bags are located in bottom of trash cans. Extra trash bags are located inside the double doors in the Service Room (room with drink machine) Paper towels are also located on the shelf in the Service Room

#### **Fire Extinguishers:**

There a portable fire extinguisher **located outside the kitchen on the right side of the elevator door**, and a fire extinguisher on the **right-side of the center double-doors** on the storage rooms side of the Dining Room.

## USER CHECKLIST FOR MAINTAINING THE DINING ROOM AFTER USE

- Make sure the Microphone on podium is turned off.
- Tables wiped down and sprayed with sanitizer located on shelf inside the Service Room.
- Leftover foods and trash properly disposed of.
- Floor swept clean and spot mopped.
- Supplies and equipment returned to their proper places.
- Trash can bags tied and taken to the dumpster to prevent sour odors (dumpster is located In back of City Hall over the wall at back of Fire Hall.  
*Note: the back door to the building will lock behind you – be prepared to have someone with you to hold the door open while you are outside.*
- Trash cans relined with proper size bags (spares located at bottom of each trash container and /or located on the shelf located inside the Service Room door in the basement hallway).

***\*Any renter leaving the Dining Room and/or Kitchen unclean will forfeit the Cleaning Deposit Check. The check will be deposited on the next business day as compensation for cleaning.***

## PROCEDURES FOR USE OF KITCHEN AND KITCHEN EQUIPMENT

**Operating Dishwasher** Before operating dishwasher close the door and locate the on switch on the bottom right side of the dishwasher. The fill and start button, and the drain switch are on the inside right hand side

1. Raise the door on the dishwasher.
2. Turn it on; the dishwasher will fill automatically when door is shut.
3. Rinse dishes at garbage disposal sink using hot water to remove any caked on food, and place dishes on dishwasher trays.
4. Slide tray into the dishwasher and close the door. The dishwasher will start when the door is closed.
5. Watch temperature gauge on the front of dishwasher, if gauge does not reach 140 degrees then rerun the tray.
6. When dishwasher stops open door and remove tray.
7. Turn off dishwasher.
8. Clean drain basket located inside the dishwasher. Drain dishwasher with leaver inside washer next to basket.
9. Leave doors to the dishwasher open to allow the inside to air dry.
10. Put trays back in proper storage area.
11. Close doors to the dishwasher.

### **Garbage disposal:**

1. The garbage disposal switch is located under the counter by the disposal. The water comes on automatically when the disposal is running. Make sure to run a lot of water in disposal when finished washing dishes to flush out any remaining food.

### **Food Steamer table:**

1. In order to use the food warmer as a steam table, turn on knob at each well being used to on position and fill each well at least  $\frac{1}{4}$  full of water and place a long 6 inch pan over the well. Cover the pan with a lid to retain the heat.
2. When food is ready to be served put in a 3 inch pan and remove the lid from the pan already in the well and place the 3 inch pan in the 6 inch pan. Cover the 3 inch pan with a lid.
3. After serving, turn off all wells by turning knobs to off position.
4. Remove and wash all pans, to include the pans which were used only for water. Residue builds up in these pans from the boiling water and makes them unusable for food. Place all pans in their proper place in the pantry.
5. Remove the water from each of the wells.
6. Wipe surface of the food warmer down, being sure to remove all food scraps.

**Coffee Maker:**

1. Turn on coffeemaker.
2. Follow instructions on the front of the coffee maker.
3. Discard filters with used coffee grounds when finished.
4. Wash carafes and wipe down the coffeemaker.
5. Turn off coffeemaker when finished.

**Ice Machine**

1. Ice machine should be closed when not in use.
2. Pull ice forward to keep the machine producing ice.
3. Scoops should be used when filling glasses.
4. When finished, wash the scoops and place them in the plastic tub on top of the machine.

**Stovetop and Ovens:****To turn stovetop on**

1. Turn knobs on to desired temperature
2. Exhaust hood comes on automatically.

**To turn stovetop off**

1. Turn all knobs to the off position immediately when cooking is complete.

**Convection Ovens:**

1. Upper and Lower Ovens: Turn on power switch on and set temperature; pre-heat for 15 minutes.

## **GUIDELINES FOR CLEAN-UP OF KITCHEN**

1. All dishes, utensils, pans, etc. are to be cleaned, air dried and put back in the appropriate storage space.
2. **NOTHING IS TO BE LEFT IN/ON THE SINKS, TABLES, FLOORS, OR COUNTERS.**
3. Sinks, counters, table tops, equipment, etc. must be thoroughly cleaned and sanitized after use. Cleaning instructions are posted for all areas of the kitchen.
4. Any food spills in refrigerator, freezer, microwave, stove, oven or warming ovens must be cleaned thoroughly using the appropriate cleaner and method as described on the cleaning instructions posted on the equipment.
5. Floors should be swept clean, mopped, sanitized, buckets washed out; mop heads rinsed, squeezed dry and hung to dry inside the Dishroom. The mop bucket returned to the Dishroom.
6. Empty bucket wastewaters into the floor drain **ONLY**. Cleaning or rinsing of mops or custodial equipment in any kitchen sink is against health codes and therefore not permitted.
7. All trash must be properly bagged and placed in exterior dumpster (over the wall at the back of the Fire Department). *Note: the back door to the building will lock behind you – be prepared to have someone with you to hold the door open while you are outside.*

## **KITCHEN CLEAN-UP PROCEDURES**

1. Leftover food, personal, and rental items must be removed immediately following your event. We are not responsible for lost, stolen, or left items.
2. Dishes and other items in the kitchen are not used on a daily basis therefore it may be necessary to wash them before use.
3. There is to be no food or food residue left on counters, stovetop, oven, sink or floor.
4. Wash all surface counter areas and spray with bleach solution and/or sanitizer solution provided.
5. Clean all stovetop and oven spills.
6. Spot mop any spills on floor.
7. Wash all dishes, drying them, and put them away in appropriate storage areas.
8. Empty coffee filters after using coffee maker.
9. Make sure the kitchen is cleaned and left in the same condition as it was before using.
10. If items are removed by mistake, return immediately to avoid being charged.

**Cleaning of stovetop:**

After the stovetop is completely cooled down, clean up any spills and wipe surface of the cook top with a damp cloth.

**Pots, Pans, Serving Utensils, and Silverware:**

All pots, pans, other cooking utensils, and serving utensils are stored on shelves in the Pantry. Serving utensils are stored in drawers on the Prep Table. Silverware is located at the end of the serving line at the Steam Tables. Return to the proper location after use.

**Pots and Pan Sink:**

To close the drains in the pots and pans sink, move levers to the left to close and to the right to open to drain. Scrape excess food from pans into the garbage disposal or discard in trash before washing. **Grease should not be poured down drain, but allowed to cool and put in garbage can.**

Also check the rims of all pots and pans to make sure they have been cleaned. Sprayer is located over the garbage disposal. Lever must be in the down position. Once finished, clean and get all food out of drains using the scrapers provided to help clean drains.

**Cleaning Supplies:**

Cleaning supplies are provided and located over the sink. Garbage bags are located in bottom of trash cans; extras are located in the Pantry. Disposable dish clothes and towels are located in cabinets above the sink. Discard disposable dish cloths and towels when you are finished.

**Hand Sink:**

A hand sink is provided for hand washing, please use that sink and not the sink in the island. There is also hand sanitizer located on the sink.

**Freezer and Refrigerator:**

The freezer and refrigerator are to be used for short term storage on the day of the event only. No food or supplies can be left in kitchen after event.

**Fire Extinguishers:**

The handle for the extinguisher over the stove is **located to the right of the Ice Machine**. There a portable fire extinguisher **located outside the kitchen on the right side of the elevator door**, and a fire extinguisher on the **right-side of the center double-doors** on the storage rooms side of the Dining Room.

## **USER CHECKLIST FOR MAINTAINING THE KITCHEN AFTER USE**

- Make sure all appliances are turned off.
- Dishes, pots, pans, and utensils washed, dried, and returned to storage position.
- Countertops and sinks washed, sprayed with sanitizer located over the sink, and then dried with paper towel.
- Stovetops washed clean, oven wiped clean (if used).
- Microwave and refrigerator wiped clean of spills and spatters.
- Leftover foods properly disposed of.
- Kitchen floor swept clean and mopped.
- Supplies and equipment returned to their proper places.
- All tables and chairs wiped clean.
- All recyclables placed in recycling trash can.
- Soiled dishcloths and dishtowels discarded
- Trash can bags tied and taken to the dumpster to prevent sour odors (dumpster is located In back of City Hall over the wall at back of Fire Hall.  
*Note: the back door to the building will lock behind you – be prepared to have someone with you to hold the door open while you are outside.*
- Trash cans relined with proper size bags (spares located at bottom of each trash container and /or located in Pantry).

***\*Any renter leaving the Dining Room and/or Kitchen unclean or in disarray will forfeit the Cleaning Deposit Check. The check will be deposited on the next business day as compensation for cleaning.***