

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 security deposit will be required.

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 \$100 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.

User Signature

Date

PROCEDURES FOR USE DINING ROOM

GUIDELINES FOR CLEAN-UP

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).

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

- 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.***