

Unitarian Society of Santa Barbara

Rules & Polices for Caterers and All Other Kitchen Users

CATERERS:

- Proof of insurance and a ServSafe Certification are required prior to the event you will be working. If you have never worked an event at USSB, or it has been over one year since you last worked at our facility, please contact the Facility Use Coordinator to arrange a walkthrough at least 2 weeks prior to the first day you will be working at USSB. (facilities@ussb.org)
- Caterers are to bring their own consumables, including coffee, tea, sugar, cream, etc.
- Caterers or Renters are to supply their own tablecloths and napkins and service ware.
- If Caterer or Renter wants to use any area outside of the kitchen for “kitchen purposes”, they must submit a detailed request in writing and receive approval from USSB prior to the date of the event.
- If alcohol is being served, it can only be served by a Caterer with the prospering licensing and insurance. USSB does not allowing serving “shots” of alcohol; mixed cocktails are allowed.

PARISH KITCHEN RULES

- Please Check-in when you arrive, and also Check-out before your leave with the USSB staff member on site working the event.
- If only the kitchen has been rented (not Parish Hall), you must enter and exit through the exterior kitchen door, not Parish Hall doors.
- The kitchen needs to be returned to the clean and orderly state you found it to be in prior to the beginning of the event. If it was not clean and orderly when you moved in, please notify a USSB staff member immediately.
- You may use all of our appliances, counter space and sinks.
- Please do not use any of our utensils, dishes, glassware, etc.
- Return dish drain to where it was found.
- Clean the kitchen counters and all surfaces.
- Clean all tables so they will be ready to be returned to their storage position.
- Pour liquids into sinks, not the trash.
- Sweep or mop the floor. The mop and broom are in the labeled cabinet in the kitchen.
- All garbage and recyclable materials are to be removed from premises or disposed of in appropriate receptacles outside, behind the kitchen.
- No food may be left overnight in the refrigerator or anywhere in the kitchen.
- If you are bringing your own grill or BBQ, you must bring along a fire extinguisher and must ask the USSB staff member assigned to your event where to locate it.
- If you aren't completely certain how to operate any one of our appliances or other pieces of equipment, please ask the onsite USSB staff member for assistance.