

Bethlehem United Church of Christ – Ann Arbor

Food and Drink Facilities Policy

Purpose

The purpose of this policy is to establish clear guidelines governing the storage, preparation, and consumption of food and drink within the primary facility of Bethlehem United Church of Christ (BUCC). This policy is intended to promote health and safety, protect church property, and ensure responsible stewardship of BUCC facilities.

This policy applies only to the primary BUCC facility and does **not** apply to the two parsonage houses or the Bethlehem Cemetery facilities.

Definitions

Food: Any perishable or non-perishable product intended for human consumption.

Drink: Any liquid product intended for human consumption.

Primary Facility of BUCC:

The structure that houses the sanctuary, chapel, fellowship hall, lounge, library, gym space, office suites (BUCC staff and Groundcover), kitchen, classrooms, storage rooms, bathrooms, and maintenance areas.

Approved Food Preparation and Storage Areas:

Specific rooms or spaces designated by the BUCC Leadership Council, Executive Committee, or Facilities Committee for the preparation and/or storage of food and drink. These areas include:

- Youth Room kitchenette and Community Time cabinet
- Schmale Lounge kitchenette
- Salad kitchen
- Main kitchen
- Fellowship Hall Pantry storage area
- Designated areas within the BUCC office suite
- Designated areas within the Groundcover office suite

There are two recognized office suite areas in the primary structure of Bethlehem - the formal church office suite and the space occupied by Groundcover. Food storage, preparation, and consumption within these office suites shall be managed by the supervisors responsible for those areas. Each space is expected to establish and monitor the food and drink policy for those areas. The policies for these areas must comply with standards and regulations established by ServSafe and Michigan Department of Health.

Policy Provisions

1. Food Preparation

All food preparation conducted within the primary BUCC facility must comply with **ServSafe food safety guidelines** and all applicable **Michigan Department of Health regulations**.

2. Perishable Food

The preparation, serving, and consumption of hot, perishable food is permitted **only** in approved food preparation and consumption areas, which include:

- Youth Room
- Schmale Lounge and kitchenette
- Main kitchen
- Salad kitchen
- Fellowship Hall

Non-heated food items can be consumed in all areas of the primary facility (except hallways and entryways), provided the disposal of all trash containing food remnants is removed and deposited in trash bins located outside the Fifth Avenue entrance upon leaving the space. This is to avoid any potential for infestation or rodent attraction.

3. Drink consumption

All drink (hot or cold) consumption in the primary facility must be from a container **with a secure lid**. Exception: consumption of uncovered drinks in the Schmale Lounge, Sanctuary, Fellowship Hall, and the Youth Room are permitted. Any spills should be promptly attended to.

4. Cleanup and Waste Disposal

- All trash receptacles containing discarded perishable food remnants/items must be emptied at the conclusion of the event or activity. Trash liners must be removed and deposited in the trash bins located outside the Fifth Avenue entrance
- Floors in food use areas must be swept at the conclusion of food service to remove crumbs and other substances that may attract insects or rodents.

5. Oversight and Responsibility

Individuals or groups using BUCC facilities are responsible for complying with this policy and for ensuring proper cleanup following food preparation or consumption. Supervisors and facility oversight committees may restrict or revoke food privileges in cases of repeated non-compliance.

Reviewed and endorsed by Facilities:

Date: March 17, 2026

Approved by Leadership Council:

Date: March 26, 2026