

Hospitality Closet Guidelines

2024-2025 Closet Coordinator – Katy Brown

PTF Closet – Room 1700

PTF Closet Code – 1950

Linen Use – request through Katy Brown (katy.lauden.brown@gmail.com / 214-578-5069)

BEFORE EVENT

- Check in PTF closet for event needs BEFORE purchasing any items. Please use what we have.
 - o DO NOT create or add any multiple or large items to the PTF closet without first getting your PTF Coordinator's approval to store. **We are very limited on space.**
- Contact **Katy Brown**:
 - o For use of linens
 - o To obtain approval to remove item(s) from closet prior to event (this aids in the tracking of items if another team is looking for a specific item and it is checked out)
 - o You do not need to contact Katy for use of disposable items, but If you use the last of any disposable item (cups, plates, Covenant napkins) please let her know as soon as you take the last of the item, as this will allow time for the item to re-ordered and replenished.
 - o For approval to add any **NEW ITEM** to the closet (this includes **anything** you did not originally remove from the closet prior to your event.)
 - o If you are unable to return borrowed items within 24 hours of the event conclusion
- Please verify facilities tickets have been created at least **one week in advance** (by the appropriate Division Coordinator) if you need help moving heavy items to/from the PTF Closet. See the PTF Events Procedures Guidelines.

AFTER EVENT

- Please PLAN AHEAD for after your event. Recruit volunteers to help return items to the PTF Closet into their **original** location. PLEASE do not dump items in any available space in the closet as this creates chaos and makes it difficult to find items when they are needed again. ****If you need assistance with where an item should be returned/placed, please contact Katy and she will be happy to assist you. ****
- Thoroughly clean all hospitality closet items used (Tablecloths may be laundered and neatly folded at home. They do not need to be dry cleaned.)
- Leftover food can be left in the the teacher workroom **ONLY** in disposable containers (not on PTF closet serve ware.) All serve ware needs to be returned to the closet cleaned and food transferred to disposable containers.
- ALL hospitality closet items MUST be returned within 24 hours following the event. (as noted above exceptions made only with the knowledge and permission of Katy Brown)
- Please leave the closet as neat (or neater) than you found it. It blesses our entire volunteer community when you are able to do so.

Thank You SO much for serving Covenant with your time!