

KITCHEN REQUEST FORM (Attach to Building Use Form)

SUBMITTED DATE _____

MINISTRY GROUP OR MEMBER MAKING REQUEST _____

IF GROUP, CONTACT PERSON _____ DAYTIME PHONE _____

PURPOSE OF ACTIVITY _____

EVENT DATE (Day of Wk) _____ (Mo/Day/Yr) _____ / _____ / _____ TIME OF ACTIVITY _____ AM
PM

ITEMS NEEDED: ☐ REFRIGERATOR ☐ FREEZER ☐ OVEN ☐ TEA MAKER

NOTE: If convection oven is needed, please ask for instructions before use.

Paper Products will be provided for Church-Wide Activities:

ITEMS REQUESTED FROM THE KITCHEN	
	QUANTITY
☐ COFFEE	_____
☐ TEA	_____
☐ KNIVES	_____
☐ FORKS	_____
☐ SPOONS	_____
☐ LARGE PLATES	_____
☐ SMALL PLATES	_____
☐ BOWLS	_____
☐ LARGE CUPS	_____
☐ SMALL CUPS	_____
☐ NAPKINS	_____
☐ TABLE COVER	_____
☐ _____	_____

☐ FOOD ITEMS REQUESTED: _____

COST _____

1. _____ WILL BE RESPONSIBLE FOR CLEANING OF AREA
2. _____ REMOVE ALL TRASH/GARBAGE TO THE DUMPSTER, PLACE NEW LINERS IN GARBAGE CANS .
3. _____ REMOVE ANY AND ALL FOOD ITEMS, ETC.

SIGNED _____
(I understand guidelines and will be present and accountable for event and facility.)

☐ Approved

Signature of Approval by Kitchen Representative Needed