

## Use of Kitchen Request Form

Ministry/Individual Requesting Use: \_\_\_\_\_

Date Needed: \_\_\_\_\_

Activity Begins at: \_\_\_\_\_ Ends at: \_\_\_\_\_

Number of Attendees expected: \_\_\_\_\_

Person Responsible for Event: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Person Supervising Food Preparation: \_\_\_\_\_

**OR** Name and Phone of Caterer: \_\_\_\_\_

Equipment needed: \_\_\_\_\_  
(i.e. coffee pots, dishwasher, stove, grill, linens, dishes, crockpots, etc.)

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Check the boxes below:

- Have you read/are you familiar with our church's "Kitchen Practices and Procedures" booklet?
- This is a Nut, MSG, Seafood AWARE kitchen.
- Cleaning & Sanitizing of all kitchen surfaces and equipment must be completed at the end of your event.
- All leftover food must be removed from the kitchen at the end of your event.  
Bring your own containers to take food home.
- Please supply your own paper/plastic products for your event.

Comments: \_\_\_\_\_

\_\_\_\_\_

\*\*Any group leaving the kitchen unclean will be contacted for further cleaning.

Please forward this form to the Kitchen Steward upon approval of event with the Peoples Church Office Administrator.