

PROVIDENCE UNITED METHODIST CHURCH

Request Form

Use of Fellowship Hall and Kitchen

All requests for use of the Fellowship Hall and/or Kitchen should be scheduled by contacting the church office. Once you have completed and returned the Request Form, an office member will add the event to the online *Master Calendar* and calendar located across from the Fellowship Hall. All reserved dates will be visible for anyone planning to reserve a special event. To help us better serve you and minimize any scheduling conflicts, please note the range of time the facility will be required for your event.

Fellowship Hall

1. All tables should be wiped clean and chairs replaced.
2. Return any extra tables and chairs to the storage room.
3. Sweep and damp mop the floor as needed to take care of any spills.
4. Clear the hall of any trash, decorations, and personal items.
5. Trash should be carried to the dumpster carts outside.
6. Trash cans in the restrooms should be emptied and new liners installed.
7. All doors that open to the outside should be checked including the ice machine exterior door.
8. Reset the thermostats and turn off the lights.

Kitchen

1. All surface tops should be wiped and sinks cleaned.
2. When ovens are used, it is the responsibility of the user to check and ensure that any food spillage is appropriately handled and that the ovens are left in a clean condition.
3. All left over and discarded food should be removed from the refrigerator and kitchen area. All garbage and trash should be placed in the dumpster carts behind the church.
4. Ensure that kitchen trash cans are left clean with new liners
5. Return all cookware and utensils to the proper storage space. Do not leave dishes in the dish drainer or on any counter area.
6. It is requested that soiled dish towels and cloths be laundered and returned to the kitchen.
7. Sweep and mop floor as needed.
8. If the warmer is used, the trays should be cleaned, the water drained, and the doors left open.
9. Ensure that all small appliances, the gas appliances, and the lights are turned off before leaving.
10. If the gas range is used, the drip pans should be checked and cleaned as needed.

When using the gas ovens, range top, convection ovens, or grills the hood fan must be on. Failure to do so may cause the fire suppression system to activate.

Responsible Party	Date	Phone Number
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Activity	Date of Activity	Time of Use Requested
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