

Today's Date: _____ **Kitchen / Kitchen Product**
Request Form (7 DAY NOTICE REQUIRED)

Date of Activity: _____ Time: _____ a.m. To: _____ a.m.
p.m. p.m.

Group or Ministry Team: _____

Scheduled Event: _____

****(REQUIRED)--Signature of Leadership Team Pastor :** _____

****(REQUIRED)--Contact Name and phone #:** _____

Kitchen Use for Activity (Please check appropriate box.)

- We DO NOT require use of the kitchen for this event. (Make sure you complete a room request form)
- We DO need access to the kitchen for this event. If so, please specify event above.

(PLEASE MAKE SURE YOU COMPLETE A ROOM REQUEST FORM)

--Tableware and Kitchen Service Equipment --

Items listed below are kept in storage and must be checked out.

(Please list # of each items being requested.) Light weight dinnerware will be provided.

****Special functions will be provided heavier dinnerware upon request and approval.****

Large Dinner Plates: _____ Small Dessert Plates: _____ Napkins: _____ (white or specify color)

Forks: _____ Spoons _____ Knives _____ (#of each)

Bowls: _____ Paper Towels _____ (# of rolls)

Cups: 12 oz. Styro Large: _____ 10 oz. Styro Medium: _____ 8 oz. Small Styro: _____

Table covering (# of tables) _____ Color: Yellow _____ Cream _____ Blue _____

Chafing Dishes: _____ Aluminum inserts for chafing dishes: _____

Roasters: _____ Pots: _____

Metal Trays: _____ Electric Fry pans _____ Electric Grill _____

--ITEMS LISTED BELOW ARE AVAILABLE FOR USE IN KITCHEN--

If you use these items, please wash and return to proper place.

Coffee Pots	Serving Bowls
Drink Cooler	Serving Platters
Salt / Pepper shakers; Packets	Mixing Bowls
Pitchers	Serving Utensils
Punch Bowls	Misc