

PLYMOUTH PARK UNITED METHODIST CHURCH KITCHEN USE REQUEST FORM

PLEASE NOTE THAT KITCHEN CANNOT BE RESERVED UNTIL REQUEST FORM IS APPROVED AND PAID

Date of Request: _____
Date of Event (state if periodic): _____
Event Start Time: _____ Event End Time: _____
Time to Enter Kitchen: _____ Time to Leave Kitchen: _____

Ministry/Group/Individual Requesting Kitchen Use: _____

PPUMC Sponsor (if applicable): _____

Event Description: _____

Event Classification (see page 1/check appropriate box): Private Public

Number Attending the Event: _____

Person Responsible for the Event: _____

Address: _____

Home Phone Number: _____ Mobile Phone Number: _____

Person Supervising Food Preparation and Service: _____

Certified Kitchen Manager? (check appropriate box): Yes No

PPUMC Committee Member? (check appropriate box): Yes No

Address: _____

Home Phone Number: _____ Mobile Phone Number: _____

Licensed Catering Company? (check appropriate box): Yes No

Business Name: _____

Contact Name: _____

Address: _____

Phone: _____

Usage Fee Paid (see page 1 and list amount): \$ _____

Cleaning/Key Deposit (see page 1 and list amount): \$ _____

PPUMC Representative Receiving Fee/Deposit _____

Signature Printed Name Date

Event Approved by PPUMC Board of Trustees

Signature Printed Name Date

**DO NOT FORGET TO TURN IN YOUR CHECK SHEET
TO THE CHURCH OFFICE UPON COMPLETION OF USE**

OFFICE USE ONLY	
<input type="checkbox"/>	Calendar
<input type="checkbox"/>	Notification
<input type="checkbox"/>	Check Sheet

PLYMOUTH PARK UNITED METHODIST CHURCH KITCHEN USE CHECK SHEET

PLEASE TURN IN CHECK SHEET AFTER USE OF KITCHEN TO THE CHURCH OFFICE

Event Description

Event Date:

Kitchen Member Assigned: Name:

Work/Home Phone:

Date:

Mobile Phone:

Person responsible for the event and person supervising food preparation/service received:

1. Location of the PPUMC Kitchen Use Policies and Procedures page.
2. Contact information of the PPUMC committee member assigned to the event.
3. Kitchen use packet.

Person supervising food preparation/service trained in:

1. Cleanliness/sanitation requirements, policies, procedures, and location of supplies.
2. Proper use of equipment and serving ware.

Responsible person, person supervising food preparation/service, and caterer (if applicable) received a copy of the PPUMC Kitchen Use Rules form.

Responsible person, person supervising food preparation/service, and caterer (if applicable) received a copy of the PPUMC Kitchen Clean Up Form.