

Eastmont Church

Kitchen Use Application

DATE NEEDED _____

ACTIVITY BEGINS AT _____ ENDS AT _____

ORGANIZATION REQUESTING USE _____

ACTIVITY _____

RESPONSIBLE PERSON _____

ADDRESS _____ CITY, ZIP _____

HOME PHONE _____ WORK PHONE _____

PERSON SUPERVISING ACTIVITY _____

SUPERVISOR WILL ARRIVE AT _____ SUPERVISOR PHONE _____

Supervisor must arrive before other participants.

EQUIPMENT / SUPPLIES REQUESTED.

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

LIABILITY: The applicant agrees to assume full responsibility for injury to persons and damage to property arising from the use of facility by applicant hereunder and agrees to indemnify and hold harmless Eastmont Church from any and all claims and damages relating thereto.

This application is for use by the kitchen committee and does not take the place of a general building use application which must be filled out for use of any space in the church in addition to this request for use of the kitchen.

I have read and understand the Use Policy on the reverse side.

(Signature of Person Responsible)

Date of Application)

ALL GROUPS USING THE KITCHEN MUST FILL OUT A KITCHEN USE FORM IN ADVANCE!

Eastmont Church

KITCHEN USE POLICY

Use of Kitchen: The kitchen should be reserved as any other room in the church. Outside groups are not authorized to use the kitchen without making *prior* arrangements. Eastmont Church groups using the kitchen need to check in with the kitchen supervisor prior to use. Please observe the signs posted in the kitchen and follow their directions.

Reservations: The kitchen will generally be reserved on a first-come, first-use calendar policy. Your kitchen use application must be received and approved before you are put on the calendar. Funerals always take precedence. Reservations are to be in the office at least one week prior to use.

Equipment: Kitchen equipment needed must be noted on the application. Training in the use of equipment can be arranged with the kitchen committee. Use of equipment without approval and needed training is not allowed. The kitchen committee is responsible for ordering equipment for the kitchen. Equipment purchased without first checking with the kitchen committee will either be charged against the committee making the purchase or will not be reimbursed.

Supplies: Groups should check with the kitchen supervisor regarding supplies. The kitchen supervisor is responsible for ordering supplies for the kitchen. Supplies and equipment purchased without first checking with the kitchen supervisor will either be charged against the ministry making the purchase or will not be reimbursed. Eastmont Church groups should coordinate with the kitchen supervisor as to use of staples, etc. Outside groups are to provide all their own supplies.

Responsible Person / Arrival: Group leaders must arrive before their group participants. They should check in with the church office or staff as appropriate, do any set up they need to do and become familiar with locations of exits, fire extinguishers, etc. The group leader will be given a kitchen check that will be used at the completion of their event by the Kitchen Supervisor or designee for the determination of returning of their deposit.

Custodian Availability: There may not be a custodian on duty at the time of your event. In the event that he is not a duty the group will be instructed by the Kitchen Supervisor or designee, where items are located and what to do in case of spills, emergencies, etc.

Conditions for Use: No alcoholic beverages are allowed in the church building or on the church property. No smoking is permitted anywhere in the building.

When Departing the Building: Groups are expected to leave the facilities in good order, return all equipment to its proper place, report any damage to the church office, turn off lights, and lock doors. If a meeting will last beyond 9:00 p.m., groups need to make special arrangements with the church office. The Kitchen Supervisor or designee will be present at the close of the event to assure the condition and security of the facility.

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Kitchen Check-list

_____ **Trash cans emptied into dumpster**

_____ **Sinks cleaned and wiped down**

_____ **Stove wiped down**

_____ **Gas to stove turned off (Eastmont Representative only)**

_____ **Counter-tops wiped down**

_____ **Dirty dishes washed and put away or placed in dishwasher**

_____ **Key returned to church office**

_____ **All spills on floor wiped up**

_____ **Food removed from refrigerator**

_____ **Soiled linens taken home, washed and returned (Eastmont Family Only)**

_____ **Doors locked and lights turned off**

_____ **Problems noted in Kitchen**

Responsible Person _____
Name *Date*

Eastmont Church _____
Name *Date*