

# PWBC KITCHEN RESERVATION REQUEST FORM



Date of Request \_\_\_\_\_

Date of Event \_\_\_\_\_

Name of Event \_\_\_\_\_

Time Kitchen is needed: \_\_\_\_\_ AM PM to \_\_\_\_\_ AM PM

Contact Name \_\_\_\_\_ Telephone: \_\_\_\_\_

## **Kitchen Supplies needed for event:**



- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Cups           | <input type="checkbox"/> Bowls           | <input type="checkbox"/> Napkins             |
| <input type="checkbox"/> Plates         | <input type="checkbox"/> Pots/Pans/Trays | <input type="checkbox"/> Refrigerator        |
| <input type="checkbox"/> Plates (small) | <input type="checkbox"/> Coffee pot      | <input type="checkbox"/> Forks/spoons/knives |

## **IMPORTANT NOTE: Water must be provided by MINISTRY, excluding the following events:**

- |                      |                     |                       |
|----------------------|---------------------|-----------------------|
| Annual Church Picnic | Father's Day Brunch | Pastor's Anniversary  |
| Church Anniversary   | Mother's Day Brunch | Vacation Bible School |

## **Kitchen Usage Guidelines**

- ◆ Kitchen users **must** clean up after event. Wash **all** dishes, pots and **any** equipment used. Clean countertop, table tops, stove and coffee maker.
- ◆ Take dirty dish cloths/towels home for laundering and **return to kitchen within three (3) days of event.**
- ◆ **DO NOT** leave leftover food in the refrigerator unless it can be consumed by anyone within three (3) days of the event. Please cover **all** leftovers.
- ◆ The Kitchen Committee will clean the refrigerator **each week** and dispose of all left-over food.
- ◆ **DO NOT** leave supplies and unused food in kitchen past the event date. Please, take it with you.
- ◆ The Kitchen Committee will stock the kitchen with basic paper goods. **IMPORTANT NOTE: Ministries that are fund-raising, must supply their own paper goods.**
- ◆ Report any malfunctioning equipment or problems in the kitchen to the Facility Manager.

**Contact Church Office** one-week prior to your event to secure the usage of Kitchen and its equipment and to ensure we can best service your event.

**THIS FORM IS SOLELY USED FOR KITCHEN USAGE ONLY.**  
**PLEASE USE THE OTHER SIDE "Facility Usage Form" on the reverse side of this form.**

**THANK YOU FOR YOUR COOPERATION.**  
**PWBC Kitchen Committee**