

# LARCHMONT 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: \_\_\_\_\_

LUMC 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

LUMC Kitchen 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): \$ \_\_\_\_\_

LUMC Representative Receiving Fee/Deposit \_\_\_\_\_

\_\_\_\_\_  
Signature Printed Name Date

Event Approved by LUMC 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

# LARCHMONT UNITED METHODIST CHURCH KITCHEN USE CHECK SHEET

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

Event Description

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Event Date:

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Kitchen Committee Member Assigned:

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Name:

Date:

Work/Home Phone:

Mobile Phone:

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

1. Location of the LUMC Kitchen Use Policies and Procedures folder.
2. Contact information of the LUMC kitchen 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 LUMC Kitchen Use Rules form.

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