

Request for use of kitchen

Kitchen representative responsible for event _____

Name of person requesting usage _____

Home address _____

Phone numbers _____ (home) _____ (cell) _____ (work)

Event _____ Date of event _____ Time of Event _____

Is set up required the day before _____ Time set-up will begin _____

If not, time set-up will begin on the day of event _____

We are glad that you have chosen First Baptist Church of Kennesaw for your event and want to do everything we can to make it a positive experience. Here are some things that you will need to abide by in order to help make that happen.

1. All events using the kitchen **must** have a kitchen representative present for start up and close of the event including set up time.
2. Understanding that mishaps occur and items may break, please inform the church office as soon as possible should this occur.
3. Please notify the church office as soon as possible if any piece of equipment is not working properly.
4. If this event is not church-sponsored the user will supply paper goods. For church-sponsored events, the user will need to contact the kitchen staff to make sure paper goods are available at least 2 weeks prior to the event.
5. If church-supplied table cloths and cloth napkins are to be used, the user is responsible for cleaning, returning and properly storing these items by the next Wednesday or Sunday (which ever comes first) following the event.

NO event will be put on the church calendar without a kitchen representative being assigned to the event. **ALL** events need to be added to the calendar in the kitchen along with a copy of this form so it can be filed in the kitchen.

As a trained kitchen representative, I agree to be present to let the above person or persons into the kitchen (for set-up and the event itself) and understand that I am responsible for the clean up after the event. In the event that either the kitchen is not cleaned, I understand the \$50.00 deposit will be forfeited. I further understand and agree to the following: (1) I will be notified and will clean the facility within a time frame determined by the Kitchen Committee chairperson, and (2) if I cannot be reached, or if, for any reason, I am unable to perform the cleaning, an additional \$100 cleaning fee will be charged to the individual or organization named in the Kitchen Request Form.

Kitchen representative signature _____

Phone number(s) where you can be reached the day of and after the event _____