



COFBC KITCHEN USE REQUEST FORM

NOTE: The COFBC Culinary/Kitchen staff only cooks for funerals and church events.

Please check one I am requesting use of: Large Kitchen Small Kitchen

1. Why are you requesting the use of the kitchen; what is the name of your event?

2. Name of Ministry: _____
3. Name of Ministry Director: _____ Phone: _____
4. Event Date: _____
5. Start Time: _____ AM PM End Time: _____ AM PM
6. How many people are you expecting to attend this event? _____
7. Servers: Are you requesting servers for this event? Yes NO

Note: If you are requesting servers for this event, you must give at least a two-week notice.

8. Are you requesting use of kitchen supplies such as utensils, pots, trays, etc., for your event?
 Yes No

If yes, please list which supplies/tools you are requesting:

9. Will you need ice from the kitchen's ice-maker for this event? Yes No
10. Any supplies/tools that are used from the kitchen for your event must be washed and put back into its perspective place. As Director, I agree to this guideline and will make sure that it gets done. Please initial: _____
11. As Director, I will make sure that all left over food has been removed immediately after my event OR I will make arrangement with the food manager of duty the night of my event for the removal of any food that is left over. Please initial: _____

Signature of Ministry Director: _____ Date: _____

Signature of Culinary Director: _____ Date: _____

Office Use Only:	
Date Rec'd: _____	Rec'd by: _____
Date Notified: _____	Notified by: _____