

UWF Member? Yes ____ No ____

KITCHEN USE REQUEST FORM

Contact: _____ # _____

Event : _____

Date : _____

Estimated Attendance: _____

For any Non-Church Sponsored Event, the donation for the use of the kitchen (does not include the Fellowship Hall) is calculated as follows:

- Up to 25 people..... \$25.00
- 25-50 people \$50.00
- 50 and above \$100.00
- Add Security/Damage Deposit \$75.00*

*(Separate Check should be made out to "UNITED WOMEN OF FAITH" which will be returned after the event if no damage occurs.)

There will be no charge for kitchen use for any funeral luncheon, but any donation made by the family for the food and services provided by the UWF will be graciously accepted.

GUIDELINES:

- No meal preparation can be made in the kitchen as this is not a commercial facility. The stove can only be used to keep items warm.
- Leave any dirty towels or dishcloths in the basket on the counter.
- Garbage should be left in bags by the kitchen door to the parking lot. Extra garbage bags are in the right hand Lazy Susan cabinet next to the Fellowship Hall kitchen door.
- Please recycle what you can in the blue recycling bins provided.
- The kitchen must be left clean and all personal items removed by 10:00 p.m.
- No items can be removed from the Kitchen or Fellowship Hall without permission.
- The following may NOT be used: Curtis Coffee Maker, Dishwasher, Condiments (salt, pepper, coffee, creamer etc), Table covers

The following can be used by request:

- [] Coffee Pots [] Serving Trays [] Carts [] Microwaves [] Silverware
- [] Carafes & Pitchers [] Punch Bowl [] Refrigerator [] Dishwashing supplies

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