



KITCHEN RESERVATION FORM

MEMBER NAME: _____

ORGANIZATION/AUXILIARY: _____

CONTACT - CELL NUMBER: _____

EMAIL ADDRESS: _____

DATE REQUESTED FOR USE OF KITCHEN _____

START TIME: _____ AM/PM END TIME: _____ AM/PM

HOW LARGE OF A GROUP ARE YOU EXPECTING? _____

WILL YOU NEED TO UTILIZE THE STOVE? _____ YES _____ NO

IF YES, WILL YOU NEED THE GRIDDLE/GRILL? _____ YES _____ NO

I have read and understand the kitchen guidelines and responsibilities and agree to adhere to these guidelines and responsibilities.

Signature of member requesting the use of the kitchen Date

Please keep a copy of this form and return to the church office a copy of this form, if there are any concerns or damages that need to be noted for the office staff. Please write those concerns below.

Thank you for your cooperation in keeping God's blessing clean and functioning with ease.



KITCHEN USE GUIDELINES, RESPONSIBILITIES, REQUEST, AND CHECKLIST

REQUIRED GUIDELINES

Use of the kitchen must be pre-approved by a member of the office staff. Access to the kitchen is not allowed unless you have gained pre-approval. **A Kitchen Reservation Form must be completed when requesting use of the kitchen. The kitchen request must be made at least one week prior to your event.** Do not announce your event in the kitchen until you have the proper approval from the office and or kitchen committee.

Once you have approval to utilize the kitchen, you can pick up a key to the kitchen from the office. At the time you pick up the kitchen key, an inspection will be performed with an office staff member and the person reserving the kitchen.

Once the event is over, another inspection will be done to ensure all tasks under the responsibilities section of this document are completed. If there are tasks that are not completed, the ministry contact person will be contacted to complete all tasks. If there continue to be issues with any ministry completing the assigned tasks, future privileges could be denied.

Before purchasing any paper items, please check with the office or Kitchen Committee to ensure paper supplies are needed.

The kitchen use is for DuPage AME Church members, if you are not a church member or part of an auxiliary of the church, you must go through the Church Administrator to gain approval of utilizing space at DuPage AME Church. A separate form will be utilized for this occasion.

Please report to the office any damages experienced or concerns during your event in the kitchen. There will be space on the request form for this information.

RESPONSIBILITIES

Safety of personnel and property is our first and major concern.

If you are not familiar with the operation of the kitchen equipment, including the operating the stove, contact a staff member or a trustee for assistance.

There are many hazards in the kitchen, such as:

- Hot surfaces
- Sharp knives
- Pressurized gas, etc.



If your plans include children in the kitchen, children should always be under adult supervision. No youth under 18 years of age should operate any appliance in the kitchen. **COVID protocols are still in place until further notice. Please continue to wear gloves, masks and aprons while utilizing the kitchen.**

Please leave the kitchen clean for the next group. Responsibilities after each use include the following:

- Clean and unplug all appliances, **clean but do not unplug the refrigerator and stove.**
- Wash and dry all dishes, glasses, and utensils.
- Place all items back in the proper storage cabinet. Do not leave anything on the counters or in the sink area.
- Clean all countertops, stove and tabletops
- Sweep and clean the floor by using **only a damp mop (do not use wet mop)** after sweeping
- Separate and place trash in the appropriate receptacles
- Take out garbage and place in garbage receptacles in the south parking lot
- Take home all used towels, wash and return for the next user
- **Do not** leave any food items in the refrigerator or the kitchen after your event. You may store items in the refrigerator prior to your event. Be sure to label all items you place in the refrigerator prior to your event
- Clean out the dishwasher and place all dishes in its proper location
- Store all detergents and cleaning products in its proper location
- Turn off all lights, and the exhaust fans

CHECKLIST

- _____ Clean and unplug all appliances, **clean but do not unplug the refrigerator and stove.**
- _____ Wash and dry all dishes, glasses, and utensils.
- _____ Place all items back in the proper storage cabinet. Do not leave anything on the counters or in the sink area.
- _____ Clean all countertops, stove and tabletops
- _____ Sweep and clean the floor by using a damp mop after sweeping
- _____ Separate and place trash in the appropriate receptacles
- _____ Take out garbage and place in garbage receptacles in the south parking lot
- _____ Take home all used towels, wash and return for the next user
- _____ **Do not** leave any food items in the refrigerator or the kitchen after your event.
- _____ Clean out the dishwasher and place all dishes in its proper location
- _____ Store all detergents and cleaning products in its proper location
- _____ Turn off all lights, and the exhaust fans