

# KITCHEN USE AND FOOD SERVICE INFORMATION SHEET

**In order to insure the safety of persons using kitchens at FCFUMC and the safety of food served at FC-FUMC (including pot luck food), to understand how and how much our kitchens are used, and to accommodate all food service needs of our congregation, please fill out this form.**

**Please complete this form at least two weeks prior to your event and leave it in the Kitchen**

**Committee PO Box in the church office.**

**Kitchen Committee contact: Theresa Holbrook, (970-219-5960)**

Group using church kitchen/kitchens \_\_\_\_\_

Date/dates of event(s) \_\_\_\_\_ Today's date \_\_\_\_\_

Kitchen time needed: from \_\_\_\_\_ to \_\_\_\_\_

Your name \_\_\_\_\_ Phone \_\_\_\_\_

1- Which kitchen, kitchens, or area do you plan to use to prepare and/or serve food? Circle all that apply:  
main kitchen, Fellowship Hall, parlor kitchen, parlor youth, staff kitchen, conf. room, village cafe  
Other \_\_\_\_\_

2- What of the following do you plan to use?  
Circle all that apply: all disposables, glassware, white china, glass cups or plates, good stainless flatware,  
tablecloths, punch bowl & ladle, best stainless flatware, silver coffee/tea service, blue trays  
Other \_\_\_\_\_

3- Will you?  
Circle all that apply: prepare food at the church; purchase food from a restaurant, deli etc.;  
bring food prepared at home  
Explain \_\_\_\_\_

4- What church kitchen equipment do you need to use for your food service plans? Circle all that apply:  
Main kitchen: refrigerator, convection oven, range, freezer, dishwasher,  
coffee grinder and extractor  
Parlor kitchen: refrigerator, freezer (in ref.), range, oven, dishwasher  
Other \_\_\_\_\_

5- What instruction do you need to safely and successfully use our kitchen equipment?  
\_\_\_\_\_

6- What supplies, equipment, or utensils would make using our kitchen/kitchens easier for you and your event?  
\_\_\_\_\_

7- How many persons do you plan to serve? \_\_\_\_\_

8- Name/names of person/persons (and phone numbers) responsible for personal/food safety for your event.

Signed \_\_\_\_\_ Signed \_\_\_\_\_

Questions \_\_\_\_\_

# FCFUMC Kitchen Use Memo

To any person or group planning to use any FCFUMC kitchen for any food service at FCFUMC:  
Kitchen Committee Contact: Theresa Holbrook (970-219-5960)

As everyone knows, our church kitchens are heavily used. Scheduling on Sundays is especially difficult because so many food service events take place on Sundays. However, all events that include food service that are scheduled for any day require completion of the attached form. If your events are regular, such as monthly etc., then please, complete one form that includes each date of your event.

It is incumbent on every person or group using a kitchen to inform the church about intended use. The office staff should give you a copy of the Kitchen Use and Food Service Information Sheet when you request the use of our facility and you check the space for use of a kitchen\* for your event. If you do not receive a copy of the attached form, please use this one. Our goal is to accommodate any group wishing to have food service.

\*Note: This means any use of a kitchen, kitchen supplies, or equipment.

Questions? Call Theresa Holbrook (970-219-5960)

## **A Kitchen Covenant**

The five kitchens in First United Methodist Church are Sanctuaries of Goodwill!

As Sanctuaries of Goodwill:

1. We share the kitchen spaces with hospitality and understanding.
2. We leave the kitchen facilities cleaner than we find them.
3. We good-naturedly attend to the clutter left by others.
4. And we generously share equipment and knowledge about the use of the kitchens.