

# Sovereign Grace Church Kitchen Use Request

A trained Kitchen Overseer is required for any use of the kitchen. Please contact the Facility Use Coordinator for more information.

Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Email: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Kitchen Overseer: \_\_\_\_\_

Food Coordinator: \_\_\_\_\_

Check all that apply.

### I. Food Storage & Workspace Use

- |                                       |                                           |                                                 |
|---------------------------------------|-------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Refrigerator | <input type="checkbox"/> Counter space    | <input type="checkbox"/> Linens                 |
| <input type="checkbox"/> Freezer      | <input type="checkbox"/> Dry Food Storage | <input type="checkbox"/> Trash                  |
| <input type="checkbox"/> Ice          | <input type="checkbox"/> Sinks            | <input type="checkbox"/> Serving trays & dishes |

### II. Beverage Preparation (*please see note on page 2*)

- |                                          |                                           |                                                                    |
|------------------------------------------|-------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> Coffee maker(s) | <input type="checkbox"/> Serving utensils | <input type="checkbox"/> Cream pitchers & Sugar bowls <sup>1</sup> |
| <input type="checkbox"/> Hot water maker | <input type="checkbox"/> Baskets          | <input type="checkbox"/> Coolers (long)                            |
| <input type="checkbox"/> Air Pots        | <input type="checkbox"/> Pitchers         | <input type="checkbox"/> Coolers (upright)                         |

### III. Food Preparation

- Microwave use
- Limited food preparation <sup>2</sup>

### IV. Cooking

- |                                          |                                |                                      |
|------------------------------------------|--------------------------------|--------------------------------------|
| <input type="checkbox"/> Regular Oven    | <input type="checkbox"/> Range | <input type="checkbox"/> Dishwasher  |
| <input type="checkbox"/> Convection Oven | <input type="checkbox"/> Grill | <input type="checkbox"/> Pots & Pans |
| <input type="checkbox"/> Hot Box         |                                |                                      |

### V. Catering

- Event professionally catered

Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Email: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Due to an agreement with our coffee machine provider, serving coffee at your event requires that you purchase coffee packets specifically intended for these machines. Please purchase these packets from the church office. Each packet costs \$1 and makes 10 cups of coffee.

When serving coffee, lids must be used with cups in order to prevent stains on the carpet. You may purchase cups and lids from the church office: \$2.80/40 cups; \$1.50/50 lids. Please contact the Facility Use Coordinator with any questions or for information regarding purchasing your own cups and lids.

Coffee, cups, and lids may be picked up during regular office hours, Monday through Friday. Please coordinate a specific time with the Facility Use Coordinator. Payment is due upon receipt of items; please make checks payable to Sovereign Grace Church.

**Cups:** Quantity of sleeves (40 cups/sleeve) needed: \_\_\_\_\_ x \$2.80 = \$ \_\_\_\_\_

**Lids:** Quantity of sleeves (50 lids/sleeve) needed: \_\_\_\_\_ x \$1.50 = \$ \_\_\_\_\_

**Coffee:** Quantity of packets needed: Regular coffee: \_\_\_\_\_ x \$1 = \$ \_\_\_\_\_

Decaf coffee: \_\_\_\_\_ x \$1 = \$ \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

**Notes:**

- 1 Sovereign Grace Church does not keep sugar, cream, tea bags or other condiments in inventory
- 2 Preparation of foods not cooked on premises (i.e., fruit trays, veggie trays, sandwiches, bagels platters)

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Payment Due: \_\_\_\_\_ Check Recv'd: \_\_\_\_\_ Cash Recv'd: \_\_\_\_\_ Routed to KR: \_\_\_\_\_