

# SPC- CFC KITCHEN FACILITIES USE APPLICATION

**Please use black or blue ballpoint ink. (Pencil not accepted).**

**This form must be submitted along with Attachment A, SPC FACILITIES USE APPLICATION whenever use of the CFC kitchen is requested.**

Requester's Name/Organization (as applicable): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Date Today: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Telefax: \_\_\_\_\_

Name of Southminster member who will sponsor activity:

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Set-up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Type of food to be prepared: \_\_\_\_\_

**Circle church items requested:** Silverware Dishes Glasses Bowls Mixing Bowls Utensils

**List items of yours you intend to bring:** \_\_\_\_\_

**Circle church equipment requested:** Convection Oven Gas Stove Dishwasher Steam Table

Coffee Pots Pots & Pans Large Cookie Sheets Crock for Cold Drinks Coolers for Cold Drinks

Name of person to be "checked-out" on use of requested equipment: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**FEES (to be listed as appropriate on application form (Appendix A))**

**A security deposit in the amount of \$100 is required.** Each user must clean the kitchen and place all trash in the dumpster. The security deposit of **\$100** (minus **\$25** for custodial fee) will be returned after a final inspection determines that the kitchen was left in satisfactory condition. Deductions will be made for any lost or damaged church property.

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## OFFICE USE ONLY

Approved/Disapproved By: \_\_\_\_\_ Date: \_\_\_\_\_

Disapproval Explanation:

Security Deposit Received by: \_\_\_\_\_ Ck #: \_\_\_\_\_ Date: \_\_\_\_\_