**2024 Kitchen Use Form**

Group name (club, neighborhood, interest group)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group president/leader:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Information – For recurring events, list dates and times on the back of this sheet.**

Event Date:\_\_\_\_\_\_\_\_\_\_\_\_\_ Name/Type of Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: Ballroom\_\_\_\_\_\_ Pavilion\_\_\_\_\_\_\_ Meeting Room\_\_\_\_\_\_ Other (specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Setup time:\_\_\_\_\_\_\_\_\_\_ Event Start Time\_\_\_\_\_\_\_\_ End time (approx.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*Kitchen Access** (3 day limit) List dates **AFTER** confirmed with the Lifestyle Office.

**Day 1** Date:\_\_\_\_\_\_\_\_\_\_\_\_\_ Day\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ Start time\_\_\_\_\_\_\_\_\_\_ End time \_\_\_\_\_\_\_\_\_\_\_

**Day 2** Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Day\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start time\_\_\_\_\_\_\_\_\_\_ End time\_\_\_\_\_\_\_\_\_\_\_\_

**Day 3** Date:\_\_\_\_\_\_\_\_\_\_\_\_\_ Day\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start time \_\_\_\_\_\_\_\_\_\_ End time\_\_\_\_\_\_\_\_\_\_\_\_

**Certified** **E**vent **F**ood **C**oordinator for this event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EFC** email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Kitchen Use Information**

**Planned Use of Kitchen**  (check all that apply)

\_\_\_\_\_\_ Food and beverage carried in (no onsite preparation)

\_\_\_\_\_\_Heating/Cooking onsite (ovens, microwave, warming oven)

\_\_\_\_\_\_Food Preparation (preparing food on site/using food prep equipment in cabinets)

\_\_\_\_\_\_ Beverage Service ( use of coffee pots, beverage dispensers, ice bowls, etc)

\_\_\_\_\_ Catered by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Additional information will be sent/requested about caterer’s use of kitchen just prior to event*

**Refrigerator/Freezer space** (check all that apply) Use dates are concurrent with scheduled kitchen dates

\_\_\_\_\_\_Refrigerator A (commercial refrigerator on the left) Lifestyle permission needed

\_\_\_\_\_\_Refrigerator/freezer B (middle) space available 1st come 1st serve , no key or reservation needed

\_\_\_\_\_\_Refrigerator C (commercial on the right) available for events, reservation/key needed

\_\_\_\_\_\_Chest freezer (Lifestyle freezer- but check with Kitchen Club to see if space is available)

**Locker Keys:** YES or NO

**Towels:** Bring from Home  **OR** Purchase disposable towels from KC (6 /$1, 12/$2, 18/$3, 24/$4, 30/$5)

**Additional Needs** – list here or on back, any special requests