

# 2025 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 \_\_\_\_\_

**EFC \*\*(Certified event food coordinator) Must be on current 2025 list**

.....  
**\*\*This person needs to be present to oversee the use of the kitchen and equipment.**

**Kitchen Use Information**

**Planned Use of Kitchen** (Indicate all that apply to your event)

**Catered Event** Yes \_\_\_ No \_\_\_ Company name: \_\_\_\_\_

\_\_\_\_\_ Food prepared onsite/served by catering staff

\_\_\_\_\_ Food prepared offsite but heated on site Served by: caterer or group members

\_\_\_\_\_ No use of kitchen equipment: food picked up or dropped off only

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

**Additional uses**

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

\_\_\_\_\_ Onsite food preparation (use of food prep equipment in cabinets/closet, use of cooking appliances, etc.)

\_\_\_\_\_ Food carried in by group members (heating/refrigeration needed)

\_\_\_\_\_ Serving by group members (use of serving utensils in cabinets)

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

\_\_\_\_\_ Refrigerator A (commercial on the left) Lifestyle permission required

\_\_\_\_\_ Refrigerator/freezer B (middle) space available 1<sup>st</sup> come 1<sup>st</sup> served, no key or reservation needed

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

\_\_\_\_\_ Chest freezer - available for events, reservation/key needed

**Locker Keys:** YES or NO / **Towels:** Bring from Home **OR** Purchase disposable towels from KC (6 /\$1) # \_\_\_\_\_

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