

# REQUEST FOR USE OF FOOD SERVICE

(2 pages)

For Staff Only

Date received: \_\_\_\_\_

Received by: \_\_\_\_\_

Date of Request \_\_\_\_/\_\_\_\_/\_\_\_\_

Ministry Requesting: \_\_\_\_\_ Event: \_\_\_\_\_

Requester/Contact: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

**Remark:** Please submit your request at least two weeks prior for a simple event, earlier if possible. Multi-week and major events require more advanced planning.

Event Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Estimated Set-Up/Clean Up Time \_\_\_\_:\_\_\_\_  A.M.  P.M. - to - \_\_\_\_:\_\_\_\_  A.M.  P.M.

Estimated Size of Group: \_\_\_\_ Adults \_\_\_\_ Teens \_\_\_\_ Children **TOTAL:** \_\_\_\_

Food Preparation:  Food Prepared Here  Food Brought In

Caterer: \_\_\_\_\_

Caterer's Address: \_\_\_\_\_

Caterer's Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## Location(s):

- Main Sanctuary  Youth Room/ Youth Lounge  Foyer  
 Water Feature Patio  Preschool Patio  \_\_\_\_\_

## Set-Up Needs:

- Hot Buffet  Cold Buffet  Salad Bar  Multiple Serving Lines  
 Beverage Station  Dessert Station  \_\_\_\_\_  \_\_\_\_\_

Location of Serving Lines: \_\_\_\_\_

## Accessories:

- Paper Products (Please circle needed paper items.) Plates Cups Bowls Dessert Plates  
 Plastic Ware (Please circle needed plastic items.) Forks Spoons Knives  
 Glass Dinner Plates  Glass Salad/Dessert Plates  
 Glass Bowls  Glass Goblets  Coffee Cups  Mason Jars (Tea Glasses)  
 Salt & Pepper  Coffee Carafes  Serving Dishes  Glass Pitchers  
 Drink Containers  Coffee Pots  \_\_\_\_\_  \_\_\_\_\_  
 (50) Cup Commercial Coffee Pot  Igloos \_\_\_\_\_

**Will Use:**

- Staff Lounge (Refrigerator, microwave)
- Pre-School Kitchen
- Commercial Kitchen (range, oven warmer)

**Training In Use Of Equipment:**

- Oven
- Dishwasher
- Warmer
- \_\_\_\_\_

**Clean Up/Maintenance Covers:**

- Vacuuming
- Mopping Floor
- Emptying Trash
- Refrigerator
- Sinks
- Microwave
- Counters

(Please make sure there is no food left in the refrigerator and all dishes are washed, dried and placed back in cabinets. The counter(s) should be cleared and ready for the next ministry that will be using it.)

**FOR OFFICE USE ONLY**

Approved By: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Entry Code & Key(s) Assigned To: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_