

BETHANY EMC MINISTRY On-Going Event Facility Request Form

Event Dates: **The** _____ **of the month for the year**
(EG. The 1st Monday 2018)

Contact Person: _____ Ministry / Organization: _____

Address: _____

Phone: _____ E-mail: _____

Details of Event	Facilities Required
Type of Function	Auditorium <input type="checkbox"/> Bethany Room <input type="checkbox"/> Foyer <input type="checkbox"/>
Time of Function	Gym <input type="checkbox"/> Kitchen Upstairs <input type="checkbox"/> Kitchen Downstairs <input type="checkbox"/>
Expected # of Guests <input type="checkbox"/>	Meeting Room(s) <input type="checkbox"/> # _____
# of Weekday Parking Spots Needed?	Other: _____
Notes for set up: _____	

Equipment and/or Audio Visual Requirements

Sound Technician TV/VCR Projection Screen Video Projection Unit

Other Equipment details _____

Signed _____ Date _____

Office Use Only	Key Required _____	Key Given _____	Key Returned _____
Booked on calendar	<input type="checkbox"/>		
Need to Book the following:		Name of Volunteer	
<input type="checkbox"/> Custodian / Facility Supervisor	<input type="checkbox"/>	_____	
<input type="checkbox"/> Sound Technician	<input type="checkbox"/>	_____	
<input type="checkbox"/> VPU Technician	<input type="checkbox"/>	_____	
Need to Notify	Notified		
<input type="checkbox"/> Worship Director	<input type="checkbox"/>		
<input type="checkbox"/> Children's Director	<input type="checkbox"/>		
<input type="checkbox"/> Kitchen Manager	<input type="checkbox"/>	Date arrangements Completed: _____	Signature: _____

Bethany Evangelical Missionary Church, 160 Lancaster St East, Kitchener ON N2H 1N2
519-745-0151

KITCHEN PROCEDURES

- Clean all dishes etc. and put them back where they belong.
- Clean counters BEFORE using them and AFTER they are used
- Sweep the kitchen floor and wash if it is sticky or unclean
- Take all food, dishes, and supplies that you brought from home back with you. Any dishes left in the kitchen will be moved to the lost and found area.
- Clean all spills and messes in the kitchen and in the fridge.
- Any foods left in the fridge not marked will be discarded (***labels for leftovers are in the drawer, liquids need to be covered***)
- Please do not use any food in the fridge that is not yours.
- If you have used the stove it is to be left clean.
- Make sure and turn off the burners and oven.
- Always use the fan when the stove is in use and turn it off when you are finished.
- If you use tablecloths or tea towels for your function, it is your responsibility to wash them.
- Make sure dishwasher has been turned off and drained. Wash out all drain trays.
- If you remove a rack in the fridge, please replace it.
- Put EVERYTHING you took out and used back where you found it.
- Recycle bin: If you have boxes (ie, pizza, crackers) that can be flattened, please flatten them.
- Carry all garbage bags out to the garbage bin. Do not leave them for the custodian to do.
- Close all kitchen doors and turn off lights before leaving.
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A CHECK-LIST VERSION OF THIS LIST WILL BE IN THE KITCHEN AT THE TIME OF YOUR FUNCTION.

IT IS TO BE USED, SIGNED AND LEFT ON THE COUNTER.

I HAVE READ THESE PROCEDURES: