



## Commercial Kitchen Rental Request Form

Group name: \_\_\_\_\_

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

Contact person: \_\_\_\_\_

Time: \_\_\_\_\_

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

### Utensil usage

Please check items requested for use for event:

_____ serving trays	_____ forks
_____ punch bowls	_____ knives
_____ cups	_____ spoons
_____ bowls	_____ serving spoons
_____ dinner plates	_____ coffee pot
_____ salad plates	_____ tea containers

All items must be cleaned and replaced in proper storage areas

### General kitchen usage

Please check appliances requested for use for event:

_____ oven	_____ warming cabinet
_____ griddle	_____ microwave
_____ stove top	_____ refrigerator
_____ dishwasher	_____ freezer

### Cooler

1. Cooler is for usage before event only. Please remove all items after event.
2. Any item placed in cooler must be properly covered. Cumc will provide plastic wrap.
3. All leftover items must be removed within 48 hours.
4. All leftover items must be labeled as to destination and dated.
5. Any items left more than 48 hours after an event will be discarded and may result in an additional charge.

### Freezer Storage

1. Food items not for general use must be labeled and dated.
2. Any item placed in freezer must be properly covered. Cumc will provide wrap.
3. All leftover items must be labeled as to destination and dated.
4. Any items left more than 48 hours after an event will be discarded and may result in an additional charge.

### Kitchen Clean Up

Please check items completed

\_\_\_\_\_ sanitize counters, cabinets, and sinks (bleach supplied by cumc)

\_\_\_\_\_ sweep and damp mop kitchen

\_\_\_\_\_ dishware cleanup

Washing by hand:

- sink #1 – soapy water
- sink #2 – hot rinse water
- sink #3 – sanitizing (bleach and water)

Sinks:

All sinks must be cleaned and sanitized and free of food.

Dishwasher:

- each load takes 3 minutes to wash
- \_\_\_\_\_ dishwasher unloaded
- \_\_\_\_\_ oven cleaned inside
- \_\_\_\_\_ griddle top cleaned
- \_\_\_\_\_ stove top (burners) cleaned
- \_\_\_\_\_ carts cleaned and sanitized
- \_\_\_\_\_ microwave cleaned and sanitized
- \_\_\_\_\_ set up and break down all equipment and place in proper storage area.
- \_\_\_\_\_ remove all garbage, food and beverages and trash (bottles, paper goods, plastics, etc.)

from property. Garbage bags provided by cumc. Caterers are responsible for removal of garbage and trash from premises. Should any remain after the function, the charge for removal of garbage/trash will be \$15 and will be withheld from damage deposit of user.

Caterer has 2 hours for set up. Clean up to be completed by contracted hour. If extra time is needed, please notify facility manager in advance. Kitchen must be left clean under any circumstances.

This form to be completed and returned to Building Superintendent.

Comments:

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Signature

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