

MARVIN UNITED METHODIST CHURCH

4400 Wheeler Road, Martinez, GA 30907 • 706-863-0510 • mumc1891@knology.net • www.MarvinChurch.com

Facility Use Request: Kitchen

This form should be connected with use of a meeting room(s)

Name of Organization _____

Name of Event _____

Contact Person _____ Cell Phone _____ Text? Yes

Mailing Address _____
Street Apt City State Zip Code

Email _____

Date(s) requested _____ Time _____ AM PM

Note: Activities may not begin before 9:00 a.m. and must conclude by 9:30 p.m. unless specifically cleared through the Church Office before the event.

Church meeting room connected with this event Hemphill Hall Marye Garrett FLC Gym FLC

Number expected: Adults _____ Children _____ Youth 12-18 years _____

Person to oversee food preparation _____ Phone _____

All persons who are to use stove/oven must be trained on its use at least 48 hours before the event.

Person responsible for clean-up _____ Phone _____

Kitchen equipment and utensils must be washed, dried, and returned to original placement. Trash must be bagged and deposited in outside dumpster. Kitchen must be inspected by church staff before \$50 kitchen deposit is returned. Custodial clean-up listed below does NOT include washing and drying equipment and utensils, bagging trash, or any set-up and break-down responsibilities.

KITCHEN FEES

MEMBERS

NON-MEMBERS

<input type="checkbox"/> Hemphill Hall <i>with kitchen</i>	\$40/day	\$50/day
<input type="checkbox"/> FLC kitchen deposit	\$75/day	\$75/day
<input type="checkbox"/> Key deposit (<i>refundable</i>)	\$20	\$20
<input type="checkbox"/> Damage deposit (<i>refundable</i>) <i>Refund requires clean-up and trash to dumpster</i>	\$25/hr	\$50/hr
<input type="checkbox"/> Custodial clean-up <i>Includes sweeping, mopping, and trash to dumpster</i>	\$50/hr	\$100/hr

TOTAL kitchen fee

Deposit paid Date _____ Initial _____

KITCHEN USE GUIDELINES

- FLC stove and oven may *not* be used without training beforehand. They must be cleaned and drippings emptied. Hemphill kitchen does not have use of gas stove/oven May-September each year.
- Sinks and drains are to be cleaned.
- Towels, dish clothes, and linen table cloths are to be laundered—washed, dried, and returned to their designated area.
- Unless requested at time of rental, renters must provide their own cooking and serving equipment and utensils. If rental includes equipment they must all be washed, dried, and returned to place of storage.
- All equipment must be washed, dried, and returned to its designated area.
- All kitchen counters, tables, and carts must be wiped down; floors swept and mopped.
- Leftovers should *not* be left in the refrigerators or freezers.