

**THE WOODLANDS COMMUNITY
PRESBYTERIAN CHURCH**

Phone: 281-363-2040
Fax: 281-363-9166
Email: buildinguse@wcpc-tx.org

Committee: _____

Request for Use of Kitchen Facilities

Event listed as: _____

Name of group: _____

Contact person: _____

Date Needed: _____

Appx. Time Needed: _____ AM PM

How many will you be serving? _____

Your Phone: _____

Cleanup will end at: _____ AM PM

Materials you will be expecting to use:

Guidelines for Kitchen Usage:

When using the kitchen at WCPC, you are expected to give the same care and consideration you would give your own!

Please abide by the following rules:

1. Return all equipment and materials used to the location where you found it—in CLEAN condition!
2. Coffee Pots—Wash, dry and reassemble with the spout open.
3. Wash and put away all flatware, cooking utensils, dishes, serving pieces, and pots and pans.
4. Leftover food to be taken home, not left in the kitchen. If you have leftover cookies, they may be put in bags, labeled for the deacons and put in the freezer.
5. Label your personal dishes and serving utensils with your name (and phone number). Dishes left over one week will be donated to charity!
6. Wipe off countertops and any other surfaces you have used with antibacterial soap, available under the sinks. If you have any spills in the oven, please clean.
7. Please turn off the lights when you leave!
8. Put all dish towels in the laundry basket supplied in the kitchen; the "kitchen angels" will wash them.

We hope using the kitchen was helpful to your group and that you left it in the same CLEAN condition that you found it! (If not, you will hear from one of us "angels!")

Thank you for your cooperation!

THE KITCHEN "ANGELS"

**I accept responsibility for the use of
the kitchen facilities and agree to
abide by the Guidelines for Kitchen
Usage.**

Responsible Party's Signature

Date

You may submit your completed "Building Use" form along with this form, to:

- Email to <mailto:buildinguse@wcpc-tx.org>
- Fax to 281-363-9166
- Drop it in the church office

OFFICE USE:

Approved: _____

Copy to: _____