

FRANCONIA UNITED METHODIST CHURCH

BUILDING USE REQUEST FORM

Date Rec'd _____
Approved _____
Dates Entered on Calendar
Black Book _____
Yahoo _____

Completion of this form does not constitute an agreement regarding your request. You will be contacted with further information regarding availability. *Thank you for your cooperation.*

Event Title: _____ **Ages/Gr:** _____

Contact Person/Keyholder for Event: _____ **Email:** _____
(Contact Person/Key Holder must be on-site and responsible for clean-up and security)

Group Organizing Event: _____ **FUMC Member?** YES NO

Phone #'s Daytime: _____ **Evening:** _____

Date: 1st Choice _____ 2nd Choice _____
(In case your original date is unavailable, please list a 2nd choice)

Hours of Usage (Include set-up and clean-up in hours)

From: _____ **To:** _____

Hours of Event (To be published on calendar/in bulletin)

From: _____ **To:** _____

<p>ONE TIME USE? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>IF THIS IS A REPEATING EVENT, PLEASE LIST ALL DATES NEEDED FOR THE CALENDAR YEAR (A NEW FORM MUST BE COMPLETED FOR EACH YEAR):</p>
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Please check which room(s) you are requesting:

CHURCH BUILDING

- SANCTUARY
- STAGE ROOM (MULTI-PURPOSE ROOM, CAP. 81)
- SMALL KITCHEN
- OTHER: _____
- OUTDOOR LIFT (PLEASE CHECK ONE BELOW)
 - TRAINED TO USE LIFT NOT TRAINED
- SOUND SYSTEM (PLEASE CHECK ONE BELOW)
 - TRAINED TO USE SYSTEM NOT TRAINED

COKESBURY BUILDING

- COKESBURY HALL (MULTI-PURPOSE ROOM, CAP. 132)
- LARGE KITCHEN (COMPLETE THE KITCHEN USE FORM ON REVERSE SIDE)
- CLASSROOM(S)
- YOUTH ROOM
- CHAIR LIFT ACCESS - TRAINED TO USE LIFT NOT TRAINED
- OTHER: _____

<p>For Church Office Use Only:</p> <p>Request (circle one) does/does not conflict with the church calendar (church secretary initial here): _____</p> <p>Request approved and requestor informed: _____ <small>Signature of Chair, Board of Trustees OR Pastor, and date</small></p> <p>Request denied and date requestor informed: _____ (by church secretary)</p>

FRANCONIA UNITED METHODIST CHURCH

Kitchen Use Request Form

Date Rec'd _____
Approved _____
Dates Entered on Calendar
Black Book _____
Yahoo _____

Completion of this form does not constitute an agreement regarding your request. You will be contacted with further information regarding availability. *Thank you for your cooperation.*

Contact Person/Keyholder for Event: _____ **Email:** _____
(Contact Person/Key Holder must be on-site and responsible for clean-up and security)

Group Organizing Event: _____ **FUMC Member?** Yes No

Phone #'s Daytime: _____ **Evening:** _____

SECTION A: Intended Use

NUMBER BEING SERVED (OUR CURRENT CHINA/FLATWARE INVENTORY CAN SERVE 90 PEOPLE MAXIMUM): _____

POTLUCK (COMPLETE SECTION B)

MEAL PREPARATION (COMPLETE SECTION B) – PLEASE NOTE: FAIRFAX COUNTY FIRE CODE PROHIBITS THE COOKING/FRYING OF 'GREASE LADEN' PRODUCTS (BACON/SAUSAGE/HAMBURGERS/ETC) IN THE FUMC KITCHEN DUE TO ITS LIMITED EXHAUST SYSTEM.

SERVING LIGHT REFRESHMENTS (NOT USING APPLIANCES – COMPLETE SECTION C)

SECTION B: Use of Kitchen for Pot Luck or Meal Preparation

Prior to the event, the event kitchen manager agrees to the following:

COMPLETION OF KITCHEN EQUIPMENT ORIENTATION WITH A MEMBER OF THE KITCHEN TRAINING STAFF. PLEASE ENTER THE DATE OF YOUR TRAINING: _____. IF NOT TRAINED, CONTACT SHARON SHELDON (703-971-0950) OR MARGARET WELCH (703-971-3033) TO ARRANGE FOR TRAINING.

ADHERE TO ESTABLISHED KITCHEN USE/APPLIANCE CLEANING GUIDELINES AS POSTED IN THE KITCHEN

THE KITCHEN USE CHECKLIST MUST BE COMPLETED AND SIGNED. FORMS ARE ON A CLIPBOARD BY THE LIGHT SWITCH. THIS FORM IS DESIGNED TO HELP YOU CREATE A CLEAN ENVIRONMENT FOR THE NEXT GROUP. ("LEAVE NO TRACE!")

SECTION C: Use of Kitchen for Serving Only

USE OF THE KITCHEN FOR SERVING IMPLIES THAT YOUR FUNCTION WILL BE LIMITED TO LIGHT RECEPTION (CAKE/PUNCH/COFFEE/COOKIES/ETC). NO APPLIANCES WILL BE OPERATED DURING YOUR EVENT.

PLEASE COMPLETE THE KITCHEN USE CHECKLIST (AS OUTLINED IN SECTION B) TO CONFIRM CLEAN UP ITEMS WERE ADDRESSED.

ACKNOWLEDGEMENT AND SIGNATURE: I/WE HAVE READ AND AGREE TO FOLLOW THE GUIDELINES FOR KITCHEN USE.

SIGNATURE OF REQUESTOR AND/OR KITCHEN EVENT MANAGER

TODAY'S DATE