

Langley United Methodist Church
3rd and Anthes PO Box 374
Langley, WA 98260 360-221-4233

KITCHEN USE FORM

1. NAME OF USER OR GROUP _____

2. NAME OF CONTACT PERSON _____

ADDRESS (FOR DEPOSIT RETURN) _____

PHONE NUMBER _____ ALTERNATE NUMBER _____

EMAIL ADDRESS _____

3. DATE OF USE _____ ADVERTISED TIME _____

Proposed Use: From _____ am/pm To _____ am/pm

4. REQUEST LEVEL OF USE (check one)

_____ Limited use of kitchen: includes access to sinks and refrigerator but no use of church dishes, dishwasher, ovens or stove. Donation: \$25, plus \$50 refundable damage deposit.

_____ Full use of kitchen: includes use of church dishes, silverware, pans, dishwasher, ovens and stove, refrigerator etc.
Donation: \$100 for one-time use; \$150 refundable damage deposit. Separate checks OK.

Lead kitchen user contact: _____

5. Make checks payable to Langley United Methodist Women (UMW). Payment is due at time of reservation in order to hold date on church calendar. Payment does not guarantee approval.

6. Attached procedures for kitchen use must be followed and kitchen orientation scheduled.

7. A UMW representative from the church will discuss with the contact person the use of equipment provided. She will be available to answer questions, but doesn't assist with the kitchen responsibilities.

Procedures read and agreed to by user: _____ Date _____

-----**FOR OFFICE USE**-----

Date fee received _____ Amount _____ Received by _____

Date Notified UMW Treasurer _____ Kitchen contact: _____

Deposit okay return: Yes _____ No _____ Date _____ By _____

cc: _____ church office _____ Kitchen contact person _____ User _____ UMW Treasurer