



KPC General Kitchen Use Form

Event Name: _____

Event Date: _____ / _____ / _____

Event Room: _____

The Kempsville Presbyterian Church kitchen is available for use during special events upon proper KPC staff approval. **A deposit of \$100.00 is required** which is refundable as long as the kitchen is properly cleaned following the event. If the kitchen is not cleaned satisfactorily, your \$100.00 deposit will not be returned and will be used in part to pay KPC maintenance staff to clean the area. Because use of the kitchen is required for events which may begin shortly after yours, the amount of this deposit is set as incentive to insure that you give careful oversight to clean up.

Kitchen Rules

The following must be observed when using the kitchen for a full deposit refund.

1. Equipment labeled for Day School use CANNOT be used by parties other than KPC Day School.
2. NO ONE is allowed in the kitchen when Day School personnel are preparing food. (It is a violation of the Health Food Code, and the kitchen could be closed as a result of violation of this rule.)
3. Follow ALL kitchen equipment instructions.
4. NO containers, hands, or other objects will be placed in or on the ice maker machine for ANY reason. ONLY designated scoops will be used in the ice maker and must be kept on top of the machine when in use.
5. Clean up must begin immediately after the event and completed within the time assigned for your event as follows:
 - a. All utensils must be washed & put away in their proper place.
 - b. All surfaces including counter tops, sinks, and ovens (inside & out) must be washed and sanitized.
 - c. All drains, sinks, and baskets must be cleaned, emptied, and sanitized.
 - d. The stovetop, trays under the burners, and oven must be cleaned inside and out.
 - e. Warming tower and trays must be cleaned/sanitized.
 - f. Any left-over food must be removed from the kitchen, including from warming trays, ovens, refrigerators, and freezers.
 - g. Floor must be swept and mopped clean, including under carts and counters.
6. A KPC maintenance person must inspect & approve the final clean up. Contact the receptionist to arrange this BEFORE you leave. If this is not completed, you will be held responsible for the final condition of the kitchen and any damages that occur.
7. Any damage to equipment or facilities must be paid for by the party hosting the event.

I understand and will comply with ALL Kitchen Rules. I understand that if I do not properly clean the kitchen and get it "inspected" prior to leaving KPC, I will not be refunded my \$100 deposit.
(Inspection checklist is on the back of this document)

Printed Name of Requestor

Signature of Requestor

Date

OFFICE USE ONLY

Cleanup Checklist

	All utensils washed & put away in their proper place
	All surfaces including counter tops, sinks, ovens (inside & out) washed and sanitized
	All drains, sinks, and baskets cleaned, emptied, and sanitized.
	The stovetop, trays under the burners, and oven cleaned inside and out.
	Warming tower and trays cleaned/sanitized.
	Any left-over food removed from the kitchen, including refrigerators and freezers.
	Floor swept and mopped clean
	NOTHING in/on the ice machine except designated scoops

Signature of Inspector

Date