

Date of request _____

Second Baptist Church
Reverend Mark J. Lyons, Pastor

Kitchen Use Request Form

To be completed **2 weeks** prior to the event

The Kitchen Facilities are available for your use. Please complete the following information to enable us to support your use of the church amenities.

Name _____ Phone # _____

Group/Auxiliary _____

Event _____

Date _____ Starting/Ending Time _____

Approximate number in attendance _____

Set-up required _____

Please indicate the approximate number of pantry supplies that you need for your event.

Plates _____ Napkins _____ Table covers _____

Forks _____ Serving Trays _____ Vases _____

Spoons _____ Vegetable Trays _____ Warmers _____

Knives _____ Punch Bowls _____

Cups _____ Large pots _____

Please return this form to the appropriate mailbox so that a trustee can contact you regarding the necessary arrangements to get your needed supplies from the pantry. Please also remember to pick up the Church Kitchen Exit form (extra forms are available in the kitchen drawer labeled "Exit Forms") to be completed after the kitchen has been used.

Thank you for your support of our efforts to maintain a clean, attractive, and useful kitchen for your use.