

Event and Kitchen Usage Form

Any person or activity that uses the kitchen please complete the following:

1. Event
2. Date of event
3. Person filling out this form
4. Person responsible for:
 1. Cooking and/or preparation
 2. Set up, including creating trays of uncooked food, putting out flowers, set up in social hall or whichever room is being utilized.
 3. Cleaning, which includes: clearing, wash, dry and put dishes away, clear and clean counters, make sure the trash and recycling are in the bins, clean sink and drain. If any leftover food is to be kept, it must first be labeled with the current date for the refrigerator or freezer.
4. Details of any cooking/preparation
5. The estimated number of times that access to the kitchen is needed
6. Date(s) requested for usage of the kitchen

Thank you for your assistance.

***Any food items that are brought in require labels marked with the event and the date.**

****Any clean up that has to be done after the event, due to lack of clean up after your function, will require a minimum fee of \$25.**

*****This form must be filled out and given to Peg prior to your event.**

Peg's email: cki@ckielgin.org
CKI's Fax Number: 847-741-5679

Phone Number at CKI: 847-741-5656