

**AUXILIARIES/ORGANIZATIONS  
OF  
REHOBOTH BAPTIST CHURCH**

Please complete form below for use of the Church. Turn the form in two weeks in advance of event. Place the form in the Church Office Mailbox or email.

Date: \_\_\_\_\_ Date Received/Signed Off \_\_\_\_\_

Name of Requestor: \_\_\_\_\_

Day Time Phone Number: \_\_\_\_\_

Auxiliary/Organization in the Church: \_\_\_\_\_

Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Number of Expected Participants: \_\_\_\_\_

What areas of the church will be used (Please give detailed Information, # of chairs, which rooms will be needed?)

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**\*\*\*\* ALL LICENSED FOOD HANDLER MUST BE ON SITE WHEN KITCHEN IS BEING USED**

# REQUEST FOR SUPPLIES

DATE: \_\_\_\_\_

ALL REQUEST MUST BE SUBMITTED TWO WEEKS IN ADVANCE OF EVENT

PLEASE INDICATE WHAT ITEMS ARE NEEDED FOR THE EVENT BY USING A CHECK MARK

HOW MANY EXPECTED FOR THE EVENT: \_\_\_\_\_

10 OZ CUPS

SALT/PEPPER SHAKERS

7 OZ CUPS

TEA NAPKINS

HOT CUPS

FORKS

DINNER PLATES (SECTIONAL)

SPOONS

DINNER PLATES (SMOOTH)

KNIVES

9" SECTIONAL PLATES

DESSERT PLATES - 6"

9" SMOOTH PLATES

DINNER NAPKINS

IF OTHERS ARE NEEDED THAT DO NOT APPEAR ON THIS LIST, WRITE THEM IN BELOW. THE ITEMS WILL BE SUBJECT TO APPROVAL BEFORE ORDER IS PLACED AND THEN FILLED.

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**\*\*\*\* ALL LICENSED FOOD HANDLER MUST BE ON SITE WHEN KITCHEN IS BEING USED**

## KITCHEN RULES AND PROCEDURES

**\*\*\*\* ALL LICENSED FOOD HANDLER MUST BE ON SITE WHEN KITCHEN IS BEING USED**

PLEASE READ AND DO THE FOLLOWING – CHECK EACH ITEM OFF WHEN COMPLETED

1. WIPE COUNTERS BEFORE AND AFTER USE (USE BLEACH) \_\_\_\_\_
2. WIPE SINKS BEFORE AND AFTER USE (USE BLEACH) \_\_\_\_\_
3. WASH AND PUT AWAY ALL EQUIPMENT THAT IS USED; DO NOT LEAVE ON COUNTER \_\_\_\_\_
4. MAKE SURE NO FOOD IS LEFT IN OVENS AND TURN THE OVENS OFF \_\_\_\_\_
5. MAKE SURE DEEP FRYER IS TURNED OFF. USE ON 325 TEMP ONLY \_\_\_\_\_
6. WIPE DOWN ALL UTILITY CARTS (USE BLEACH) \_\_\_\_\_
7. WIPE DOWN TOP OF STOVE EYES AND FRONT OF OVEN DOORS \_\_\_\_\_
8. WIPE DOWN REFRIGERATORS (USE BLEACH) \_\_\_\_\_
9. IF YOU SPILL IT, PLEASE MOP IT UP \_\_\_\_\_
10. WIPE DOWN THE SPOON, FORK AND KNIFE CONTAINERS \_\_\_\_\_
11. WIPE OFF THE SALT AND PEPPER SHAKERS AFTER USAGE \_\_\_\_\_
12. WHEN STORING FOOD, COVER IT PROPERLY IF NECESSARY \_\_\_\_\_
13. EMPTY AND CLEAN TEA AND WATER CONTAINERS (LEAVE TOP OPEN) \_\_\_\_\_
14. WIPE DOWN THE SQUARE AND ROUND TABLES AFTER USAGE \_\_\_\_\_
15. MAKE SURE FELLOWSHIP HALL IS LEFT IN A CLEAN CONDITION \_\_\_\_\_

### **PLEASE DO NOT**

1. PUT FOOD DOWN THE SINK DRAINS
2. LEAVE ANYTHING IN THE SINK
3. PUT POTS AND PANS IN REFRIGERATORS
4. USE ANY STYROFORM PRODUCTS (NEW DC LAW)

Please leave the Kitchen and the Fellowship Hall in a clean condition.

Before checking off the items and signing, PLEASE check each item. By signing below you are saying the above items has been done. Please sign below and leave a telephone number where you can be reached if there are any concerns to be discussed.

\_\_\_\_\_  
SIGNATURE AND DATE

\_\_\_\_\_  
TELEPHONE NUMBER

WHEN THIS FORM IS COMPLETED, PLEASE LEAVE IT ON THE COUNTER IN THE KITCHEN.