



FELLOWSHIP FUNCTION REQUEST

If you are planning a function that involves the use of Fellowship Hall and/or any food and beverages, please complete this form and give to Conda Wood, Kitchen Coordinator. Thank you!

Make sure that your function is listed on the church calendar in the Admin office.

Complete the Permit for Use of Church Facilities form and give to Mike Thompson, Church Administrator.

Please give this form to the Kitchen Coordinator no less than 14 days prior to event to allow sufficient time for the kitchen, maintenance and janitorial staff to coordinate the efforts to make your event a success.

It is your responsibility before and after the event to make sure all set-up, and clean-up is completed.

A Kitchen Angel must be present during your event unless other arrangements have been discussed with Kitchen Coordinator.

Please note that for their safety, children are NOT permitted in the kitchen.

FUNCTION _____

DATE _____ TIME _____ NUMBER ATTENDING _____

PLEASE NOTE WHAT YOU NEED:

chairs _____ dining tables _____ buffet tables _____ other _____

WILL YOU SUPPLY YOUR OWN SERVINGWARE? _____

PLEASE NOTE WHAT YOU NEED:

Silverware _____ Plates _____ Bowls _____ Cups _____ Napkins _____ Other _____

ADDITIONAL INFO _____

SIGNATURE OF RESPONSIBLE PARTY _____ DATE: _____