

**Community Groups Contact Information**

Name of Group \_\_\_\_\_

Type or purpose of Group \_\_\_\_\_

Meeting Day \_\_\_\_\_ Meeting Time \_\_\_\_\_

Room \_\_\_\_\_

*(see attached Kitchen use information if applicable)*

Primary Contact \_\_\_\_\_

Primary Contact address: \_\_\_\_\_

Primary Contact Phone \_\_\_\_\_

Work or other phone \_\_\_\_\_

Primary Contact email \_\_\_\_\_

## KITCHEN USE AGREEMENT

User desires to use the kitchen including the following:

\_\_\_\_\_ Access to room only, will use own equipment and supplies.

\_\_\_\_\_ Coffee maker.

\_\_\_\_\_ Stove/oven.

\_\_\_\_\_ Refrigerator.

\_\_\_\_\_ Paper products.

\_\_\_\_\_ Dishes.

\_\_\_\_\_ Utensils (silverware and cooking).

\_\_\_\_\_ Dishwasher.

\_\_\_\_\_ Towels, dish cloths.

\_\_\_\_\_ Other (specify)

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User is responsible for the use of the kitchen and any items specified above, including thoroughly cleaning and returned all items to their proper location. Please make sure all items are cleaned properly and thoroughly. If towels and dish cloths are used, the used linens should be placed in the box under the counter on the west side of the kitchen.

If damage occurs to any items, the User is responsible for reporting such damage to St Matthew and will be responsible for the cost of repair or replacement of the damaged item(s). If the User is found to be non-compliant with the terms of this Kitchen User Agreement, the User's right to use the kitchen may be revoked and any expenses incurred as a result of the User's noncompliance will be the User's responsibility.